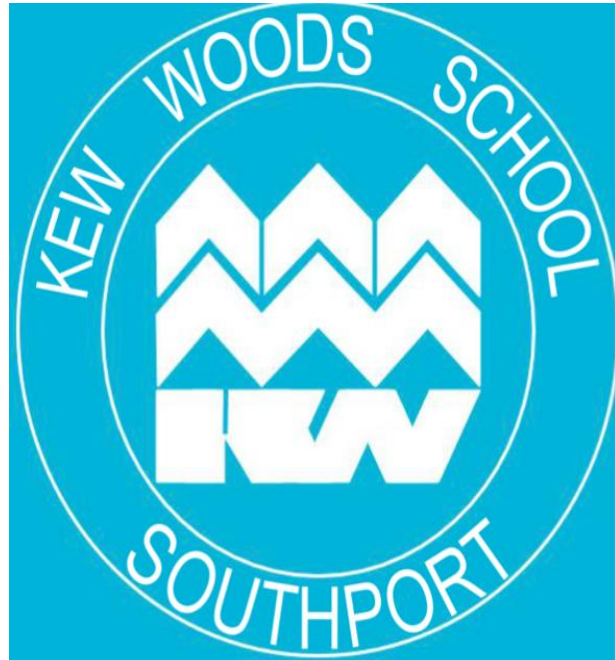


KEW WOODS PRIMARY SCHOOL



Volunteer Handbook

Thank you so much for volunteering at Kew Woods Primary School. We welcome volunteers

to work with us in school to support and enrich our children's learning. We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security. There are a range of ways in which volunteers support the school including taking children to school sports events, supporting at Friends of Kew Woods events, attending educational visits or providing support in the classroom. We hope this handbook will help inform you of some of our procedures and aims. We are a friendly, supportive and hard-working team and we hope your time with us is both rewarding and happy.

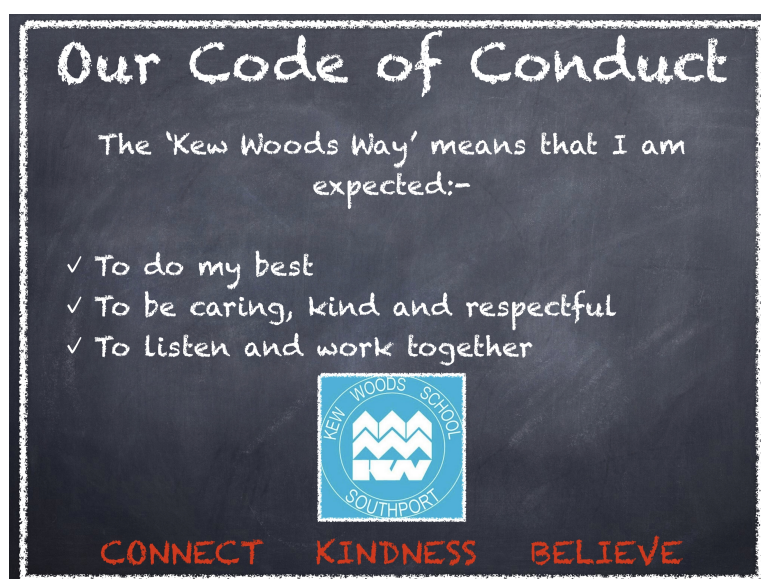
Our Vision

To encourage and inspire every child to believe that all of their aspirations can be achieved through **learning, imagination and effort.**
The possibilities are limitless!

The words we keep at the heart of these values to uphold them are:

Code of Conduct

The children all strive to follow the Code of Conduct. This should be reinforced by all staff and volunteers.



Leadership Team

| | | |
|--|---------------------------|--|
| | Ms Jackson Headteacher | |
|--|---------------------------|--|

| | Mrs McNally Deputy Headteacher Curriculum / Attendance Manager KS1 Leader | |
|--|---|--|
| Miss Banks SENCO & Inclusion Manager | Mrs N Fish EYFS Leader EYFS Phase Leader | Mr McWilliam AFL & Learning Technologies Leader Key Stage 2 Leader Year 5/6 Phase Leader |
| Miss Williams English Leader Year 1 / 2 Phase Leader | | Miss Crow Mathematics & Enterprise Leader Year 3 / 4 Phase Leader |

Phase Leaders

| Area of Support | Member of Staff |
|--------------------------|-----------------|
| EYFS Phase Leader | Mrs Fish |
| Years 1 / 2 Phase Leader | Miss Williams |
| Years 3/4 Phase Leader | Miss Crow |
| Years 5/6 Phase Leader | Mr McWilliam |

Teaching Teams

| Class | Teacher |
|----------------------------|--|
| 6K 6W | Mr McWilliam Miss Lacken- Fernell |
| 5K 5W | Miss Hayes Mr Walton |
| 4K 4W | Mrs Bassey Mrs Foster |
| 3K 3W | Miss Crow Mrs McGlincy |
| 2K 2W | Miss Banks / Mrs Nottingham Miss Williams |
| 1K 1W | Miss Nevin Miss Murphy |
| Reception K Reception W | Mrs Riley Mrs Fish |
| Nursery | Mrs Baumber |

| PPA staff |
|-----------|
| Mrs Scott |
| Mrs Kenny |

| Area of Support | Member of Staff |
|-------------------|-----------------|
| French Specialist | Greenbank Staff |
| P.E. Specialist | Mr Thompson |

| Session Times | Morning | Afternoon | Break Times |
|---------------------------|-----------------|-----------------|------------------|
| Reception Classes | 8.55am- 11.45am | 12.45pm- 3.15pm | |
| Key Stage One | 8.55am- 12.05pm | 1.00pm- 3.15pm | 10.35am- 10.55am |
| Key Stage Two Classes 3/4 | 8.55am- 12.20pm | 1.15pm- 3.15pm | 11am- 11.20am |
| Key Stage Two Classes 5/6 | 8.55am- 12.30pm | 1.25pm- 3.15pm | 11am- 11.20am |

Professional Conduct

All volunteers should arrive and leave school via the School Office. Volunteers should log in as directed by the office staff and at all times wear the visitor badge that will be given to them. They must also sign out, stating the time they are leaving, and return their badge before they leave.

Volunteers are expected to demonstrate consistently high standards of personal conduct. We expect all member of the community to:

Treat children and staff (including other volunteers) with dignity

Have a regard for the need to safeguard children's well-being, in accordance with statutory provisions

Showing tolerance for the rights of others

Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability

Have professional regard for the ethos, policies and practices of our school

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher/teaching assistant in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times. If you notice any health and safety concerns whilst in school please report them to the school office or the class teacher immediately.

For the children's safety, all volunteer helpers are required to have clearance before they work in the school. Occasionally for a one-off visit providing the Headteacher gives approval and they are not working in a one-to-one situation they will not have DBS clearance.

The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

It is the policy of this school that parent helpers do not support in their own child's classroom. Helpers will be asked to support in classes in which there is the most need for individual support.

Volunteers should consider the manner of dress and appearance appropriate to their professional role within school. In order to undertake responsibilities, volunteers may have access to confidential information. This information must never be used or shared with other adults outside the school environment other than on a need to know basis. Volunteers should consult school leaders for clarification.

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. But, any conversation with parents outside is a breach of the school's confidence. It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Any information that leads you to believe a child is at risk should be mentioned to the class teacher and / or the headteacher / deputy headteacher (Designated Officers).

The designated senior persons for child protection are:

Ms C. Jackson

Mrs B. McNally

Similarly you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the head or the class teacher.

It is school policy not to place volunteers with your own child or children (if they attend Kew Woods) either when working in school or with their group on a school trip.

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on the school site.

In the interests of security, volunteers are asked to support members of staff by ensuring all external doors are kept shut, particularly those onto the playground. Parents should be directed to the school office.

obile Phones and Camera Mobile phones should not be used when working with the children. Neither staff, volunteers nor children may use their own mobile phones in the classes or on trips. All mobile phones should be placed away from the children and only accessed once the children have left the room or have gone home. Staff should not take photographs of their own children in school or on trips.

Medicine should not be administered to any child by volunteers. Please refer any issues to the class teacher.

I acknowledge that I have received, read and understood the Volunteers Conduct issued by Kew Woods Primary School. Please return this for to the School Office.

Signed _____ Date_____