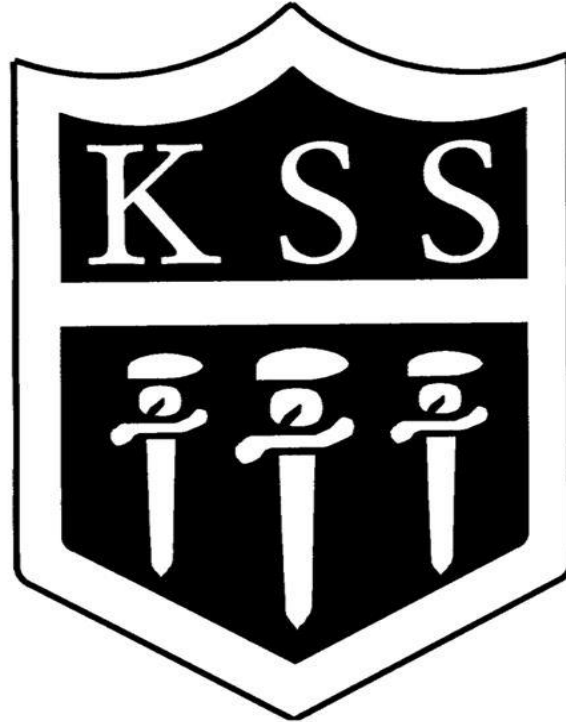


Kirkstall St Stephen's C of E VA
Primary School
School Hero Volunteer Programme



*Kirkstall St Stephen's
C of E VA Primary School*

*Volunteer Information Pack
(School Heroes)
June 2021*

This school is committed to safeguarding and the wellbeing of all children, and expects our staff and volunteers to share this commitment.

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Kirkstall St Stephen's C of E VA Primary School Volunteer Information Pack

Kirkstall St Stephen's C of E VA Primary School values the contribution that volunteers can make to the learning experience. Volunteers bring a wealth of skills and experience that can help to raise children's achievement. A well-managed volunteer programme is of great benefit to our school community.

Our volunteers include:

- Families of pupils
- University students
- Members of the Governing Body
- Members of the local/church community
- Work experience placements

The types of activities that volunteers help with include:

- Listening to readers
- Supporting pupils with fine or gross motor skills (e.g. handwriting, sewing, throwing a ball)
- Working with small groups of children
- Supporting the class teacher
- Accompanying school visits
- Providing a club for a particular skill area (e.g. netball club, gardening club)

Becoming a School Hero at Kirkstall St Stephen's

Anyone wishing to become a volunteer may enquire at the school office or complete and return the form at the back of this pack. Our first wave of School Heroes were recruited in May 2021. A member of the Senior Leadership Team will be in touch to discuss volunteer vacancies and the volunteer application form will be completed (attached at annex). If the applicant has the skills and experience that match the current needs of the school, they will be invited to complete all relevant safeguarding checks and to complete the volunteer agreement. References may be sought as appropriate. Volunteers will receive an induction pack (attached at annex) explaining the role and responsibilities of being a volunteer at Kirkstall St Stephen's C of E Primary School. After this they will be designated to a particular member of staff to whom he or she will be directly responsible and a year group to work with- this will not be the year group in which they have a relative.

Where a volunteer's skills and experience do not match the current needs of the school, the volunteer can choose for their contact details to be kept. If a volunteering opportunity arises for which they might be suitable, the school will contact them.

Safeguarding

It is the responsibility of the Induction Leader to ensure that all relevant safeguarding checks are carried out before a volunteer commences working at the school. They should also ensure that the volunteer has a clear understanding of the safeguarding policy and

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procedures in school.

In school, volunteers should always work under the supervision of a member of staff. They should never administer first aid to a pupil or carry out intimate care (anything requiring touching a child- e.g. tying their hair up). These jobs should always be done by members of staff- volunteers should alert staff if required.

Risk Assessment

The project leader has allocated safe spaces for volunteers to work and this work will be overseen by the allocated class teacher. If volunteers or staff members have any concerns regarding safety they should alert their line manager immediately. If supporting pupils on a school trip- all staff including volunteers should make themselves familiar with the Risk Assessment before.

Induction

All volunteers will receive a volunteer induction pack that will explain:

- Health and safety procedures
- Signing in and out procedures
- Expectations with regards to confidentiality
- The school's behaviour policy
- Fire safety

Confidentiality

It is essential that all volunteers in school understand the necessity of confidentiality. Issues relating to pupils, staff and the school in general must remain confidential and should not be shared with anyone external. Any concerns should be discussed with your line manager/class teacher. This is to include posting any information on social media.

Volunteers on school visits

On occasion, volunteers may be required to assist on educational visits. The school always has the discretion to select which volunteers will have the most appropriate skills and experience to support visits out of school.

All volunteers assisting on school trips will be provided with the Risk Assessment and clear guidelines. If any volunteer is unsure of any information at any point, about anything please do ask.

Contact Details

For further information about volunteering, please contact the school office on contactus@kirkstallss.net

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VOLUNTEER APPLICATION FORM

– FOR NEW VOLUNTEERS*

*(*if you have completed the digital form in Summer term 2021- you do not need to complete this form again- this is for future volunteers)*

Name of Volunteer: _____

Relation of Child in school (if any): _____

Child in School: _____

Email address: _____

What areas would you like to help with in school? Please list (e.g. reading, skills, netball):

What day(s) would you be available to volunteer?

Would you be available mornings, afternoons or either?

Would you be happy to commit to a regular 2 hour session in school? Please circle

Yes / No

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(Please give details)*

Thank you for taking time to complete this Volunteer Application Form. Please hand/send it in to the school office.

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Volunteer Agreement

Please read and sign the document below to confirm your agreement with the following expectations as a volunteer helper:

As a school we will:

- Provide you with induction information
- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Inform you of any changes to the school day that will affect you for example if we need to cancel one of your sessions due to an educational visit or an event in school
- Treat anything you tell us with confidentiality
- We will not ask you to deal with difficult or challenging behaviour
- Only ask you to complete tasks that you are confident and able to do

As a volunteer helper I agree to:

- Follow the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform a member of staff if I observe or hear anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate safeguarding checks

I agree not to:

- Share any information about pupils or staff with anyone outside the school staff team, including via social media
- Use any personal recording devices, including mobile phones, in school

Induction Leader.....

Signed:..... Date:

Volunteer Helper..... (Printed Name)

Signed:..... Date:

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SUMMARY INFORMATION FOR VOLUNTEERS

Kirkstall St Stephen's C of E VA Primary School

Thank you very much for offering your time to volunteer at Kirkstall St Stephen's C of E VA Primary School. We appreciate the contribution that you are making to our children's learning. We hope that you find your time with us enjoyable and rewarding.

Arrival at school

Please ensure that you always follow this procedure:

- All visitors, including volunteers, must report to the main entrance of the school.
- Visitors must sign in on the electronic screen in the office wear the ID badge provided at all times.
- When you leave the school, please sign out and return your ID badge.

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If a child tells you something in confidence or you feel concerned about a child, you **must** speak to the class teacher, the Headteacher, the Deputy Head or ask at the school Reception to speak to a member of the Safeguarding Team. Volunteers must not take children to the toilet, deal with injuries or provide any other intimate care (very close contact- e.g. tying hair up). Please ask a member of staff to deal with these matters.

The use of any privately-owned recording devices, including mobile phones, is strictly prohibited in school

Confidentiality

You are expected to keep information learnt in school about pupils and adults completely confidential.

Health and Safety

Volunteers should take care of their own safety whilst they are in school, along with that of others who may be affected by their actions.

Please report all accidents or hazards to the class teacher as soon as possible.

Fire procedures

If there is a fire alarm when you are working in school, please leave the building with the class and remain on the playground until the registers have been taken and you have been advised that it is safe to return to the building.

Behaviour

We aim to be positive and consistent in our approach and to notice and reward good behaviour. Please ask the teacher you are working with about our behaviour policy. They will be happy to award Class Dojo points to pupils as appropriate and also to deal with any discipline issues.

If you have any questions, do not hesitate to ask any members of staff who will be happy to help you. Thank you for your support.

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**INFORMATION FOR VOLUNTEERS ON
EDUCATIONAL VISITS**

Thank you very much for offering your time to help taking children on an educational visit. We appreciate the contribution that you are making to our children's learning. The teacher responsible for the visit will tell you the itinerary and give you any relevant risk assessments. They will provide details of the group you will be working with and any other important information.

When walking with groups of children:

- Adults walk on the road side of the pavement and spread out down the line of children ensuring that the children stay together. The adult allocated at the back of the line must always ensure they remain at the back to ensure children do not fall behind.
- Where possible, pedestrian crossings should be used to cross the road. If there are none available, a member of staff will cross to the middle and will stay there to hold traffic up as the children cross.

First Aid

- There will be a member of staff who is a trained First Aider who will administer allfirst aid. Please inform them of any injuries or illness.

Child Protection

- Kirkstall St Stephen's C of E VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If a child tells you something in confidence or you feel concerned about a child, you **must** speak to the teacher, the Headteacher, the Deputy Head or a member of the safeguarding team (school Reception will be able to advise you).

We appreciate your support and would ask you to take the time to read the following guidelines to ensure the visit runs smoothly:

- If you have any concerns about the behaviour of a member of your group, please speak to a member of staff immediately.
- Please do not take children in to the toilet. Notify a member of staff who will take them.
- Please do not use mobile phones and headphones while you are looking after children.
- Please remain vigilant and notify a member of staff of any concerns that you may have.
- Please do not take photographs of the children unless the visit leader has provided you with the camera. Staff will take photos/advise as they are aware of photograph permissions.

If you have any questions, do not hesitate to ask any members of staff who will be happy to help you. Thank you again for your support.

We hope that you have a great time on the educational visit. Without volunteers, many school visits would not be possible. Thank you!

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Appendix 1:

Summary Behaviour Support for KSS School Heroes

Guidance for Building Positive Relationships

Thank you again for volunteering to support our pupils in their learning journey. Please find below some information which should help guide you in following our positive behaviour strategy used in school and help build strong relationships between yourselves and the pupils.

School Mission Statement

We believe that every member of our school community should feel valued, respected and treated as an individual in accordance with our school mission statement

We are cherished- valued and supported members of the school community

We are challenged- faced with difficult questions we try and find the right pathways in learning and behaviour

We are Children of God- we behave in a way which shows respect for and takes into consideration wider spiritual issues

The behaviour of the adults in school is a significant factor in creating success for our children. The care and nurture of the children, by staff is vital for the wellbeing and success of our school. We use the Webster Stratton approach which is built upon the foundations of creating positive relationships. We believe that positive adult-pupil relationships built on trust, will foster co-operation and motivation within our children and therefore promote positive outcomes for all.

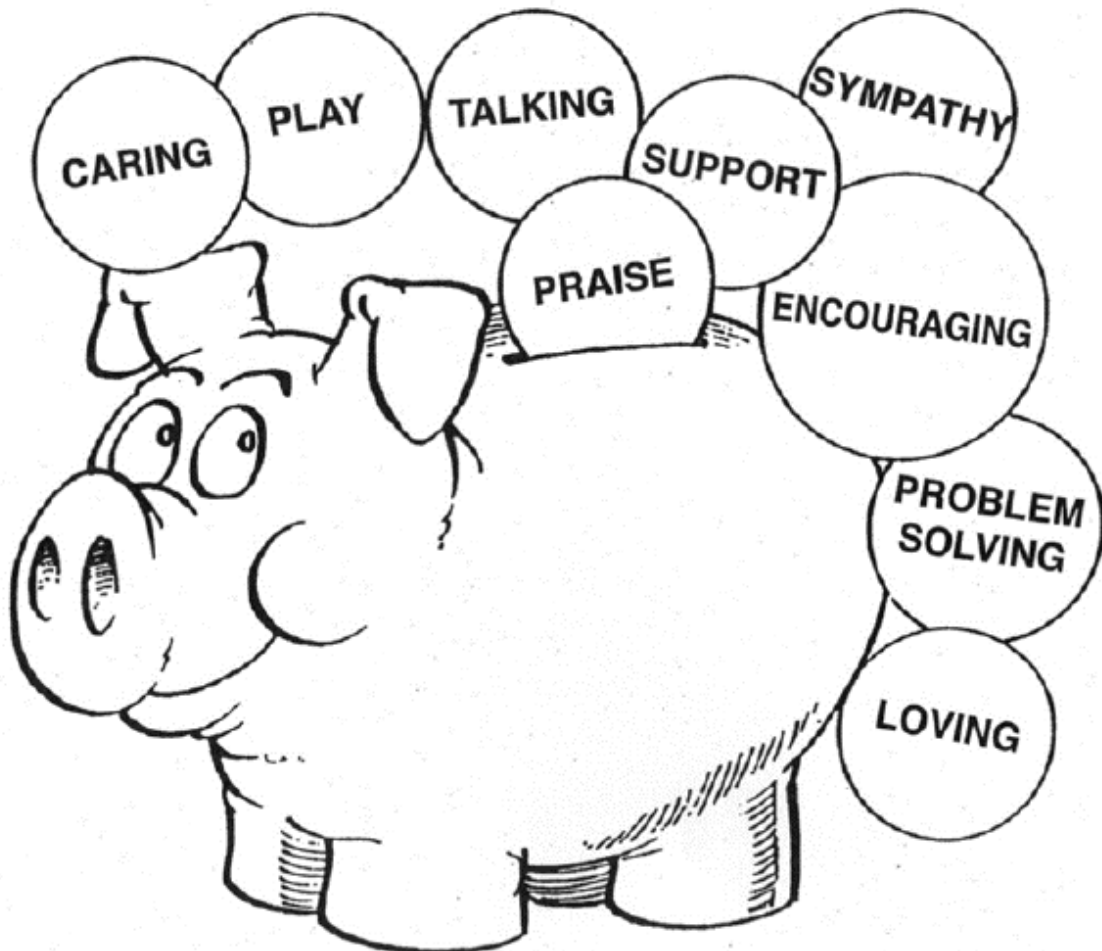
To do this we aim to:

- Lead by example.
- Foster a consistent approach in dealing with children and parents.
- Create positive relationships with parents and carers encouraging regular communication.
- Get to know children as individuals.
- Have high expectations of the children.
- Meet all individual needs through a creative differentiated curriculum.
- Build confidence and self-esteem.
- Use positive language focussing on the do's rather than don'ts.
- Listen to children.
- Allow children to be independent and make their own choices.
- Immerse children in the language of praise- 'Building up their piggy bank' see image overleaf.

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Some Strategies you could use are:

**Behaviour Management is built on positive relationships.
Relationships are built by 'filling up the Piggy Bank'.**



Remember to Build Up Your Bank Account

Paying into the Piggybank

We often refer in school to 'paying into the piggybank'. In order to successfully be able to withdraw from the piggy bank (by telling a child off) you should have invested

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a lot before hand, this maximises the impact of any consequences and means the positive relationship can be quickly restored. The paying in process then begins again.

Show Me 5:

We also use the phrase 'show me 5' in school. The children know that the 5 elements are,

- Looking Eyes
- Listening Ears
- Locked Lips (no talking)
- Hands to self
- Feet still

This is our preferred way to get the pupils to sit down nicely and complete the challenge ahead, it avoids the use of negative language which can be detrimental to the learning outcome, e.g. "you're not looking, you're not listening"

Emotional Register:

In class emotional registers are sometimes used to allow children to express how they are feeling, e.g. instead of saying good morning, they may say "happy, or use a traffic light system 'green (good) and red (not so good). This can help identify triggers to certain behaviours and give teachers the opportunity to intervene and improve the day for the child.

It would be good to start every session with a child by asking 'how they are feeling?'. If their response is not positive, or is a concern, please feel free to bring this up with the class teacher rather than proceeding with that activity with the child. Often the children will use this as a positive way to share nice information about themselves or their playtime.

Doubling the Impact:

If a child has really impressed, you make sure you tell them. If you then tell the adult in front of them- this is referred to as doubling the impact. This motivates the children to continue to improve further and feel proud of their efforts.

Coaching through description:

For this strategy try telling the children the positives of what they are doing. E.g. "I like the way you described the front cover... I love the way you used expression to read that word!" This builds self-confidence and strengthens your working relationship with the child.