



# Cardinal Newman Catholic Primary School

## Helping in School

### Information for Volunteer Reading Helpers

First of all a big thank you on behalf of staff for offering your time and help. The support of parents and other adults is a vital part of our successful school.

Our children need your help and we are very grateful to you for offering to assist them.

This information is meant to:

- Inform you about our school procedures
- Provide guidance on working with children in and out of the classroom
- List some of the ways you might be able to help us

#### Safeguarding

Cardinal Newman Catholic 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.

This means that we have a Safeguarding Policy and procedures in place. All staff (including supply staff), volunteers and governors must ensure that they are aware of these procedures. The Safeguarding Policy is on the school website and all volunteers will need to confirm that they have read the policy and understood it.

#### Working with children

Helpers work with children either in small groups, or on a one-to-one basis. Before you begin an activity, please try to:

- Be clear about what you are expected to do
- Be familiar with the names of the children you are working with
- Be aware of how much support is required – children sometimes need to be allowed to experiment and make some mistakes for themselves in order to remember how to do it in the future
- Clarify how long you have got and when you will need to start clearing up
- Know who to speak to if you have a problem

If in doubt, always ask!

#### Behaviour

The majority of our children are very well-behaved and appreciate the extra help you are providing. If at any time this is not the case, please let the school adult in the hall know immediately.

If you feel you would like to reward children who have worked particularly well, you have been supplied with stickers which you may give out to the children. The school also has a house point system which you are welcome to use. On no occasion should the children be given anything else as a reward.

#### Being positive and encouraging independence

Try to be positive with children. Look for work that can be praised as well as drawing attention sensitively to mistakes.

Please encourage children to be independent. Older children should be guided towards using dictionaries, word books and trying to spell words for themselves. All children should know where to collect the resources they need themselves. In some cases, children can help one another, working co-operatively on a task they have been set.

We place great value on our volunteers, who provide a vital role in the support of teaching and learning within our school.

Thank you for giving up your valuable time to support us.

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#### REVIEWED SEPTEMBER 2018

#### Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham

[www.cardinalnewmanschool.co.uk](http://www.cardinalnewmanschool.co.uk)

Our Designated Safeguarding Leads are:

- Gerry Flower (Deputy Headteacher)  
Designated Safeguarding Lead
- Catherine Burnham (Headteacher)  
Deputy Designated Safeguarding Lead  
Anne Hunt (Class Teacher)  
Deputy Designated Safeguarding Lead
- Fr William Muir  
Designated Safeguarding Governor

### **What to do if you have a concern**

If you are concerned about a child's welfare, please record your concern. You should write any conversation in the child's own words and record any observations which may be relevant. You should pass your concerns on to one of the Safeguarding Leads as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the Safeguarding Leads in confidence, who will refer the matter to the Headteacher. If the concern relates to the Headteacher, you should report it direct to the Chair of Governors, Mrs Sarah Rice, at [srice@cardinalnewmanschool.co.uk](mailto:srice@cardinalnewmanschool.co.uk).

If you feel that the concern has not been dealt with appropriately, you can also refer direct to Surrey Multi-Agency Safeguarding Hub (MASH) on the following number: 0300 1231610.

### **Confidentiality**

*Please remember that you MUST NOT discuss with anyone any information you have heard during your time in school where it relates to individual children and their families.*

### **Required Paperwork**

Before helping in school, all volunteers are required to hold a current Enhanced Disclosure and Barring Service (DBS) check. You will not be able to help regularly in school until you have received this clearance. Details of how to apply for a DBS check are available on the school website at: [www.cardinalnewmanschool.co.uk](http://www.cardinalnewmanschool.co.uk) or from the school office.

So that we can meet our Safeguarding responsibilities, ***you must commit to come in to school at least once per term in order to keep your DBS clearance current***, otherwise you will need to re-apply for a DBS check again. In addition, it is very valuable to have consistent help as teachers need to plan activities on a regular basis. If you cannot attend at your usual time, please let the office know. If you are no longer able to help please inform the school office.

### **Procedures**

On your first visit to the school as a volunteer you should inform the school office so that the date can be recorded. Subsequently when you arrive at school, you must sign in at the main school office in the Class Helpers signing-in book. Do not enter directly into the classroom with your child. You will be given a lanyard with a visitor badge which must be worn at all times when helping in school. Don't forget to sign out at the office when you leave and return your visitor badge.

### **In case of fire**

It is essential that you are aware of the fire procedures which are displayed in each classroom and on the reverse of the visitor badge. Should the fire alarm sound, leave the building by the appropriate exit together with any children who may be working with you. Once in the playground, return the children to their class teacher. You must then report to a member of the school office staff at the corner of the KS1/KS2 playground to be checked off against the visitor register.

### **How you can help us**

There are lots of ways in which you can support the school. Helping in the classroom is only one of them. Other ways include :

- Help as a volunteer with extra curricular clubs and activities
- Watching out for requests for materials and resources in our school and parish newsletters
- Attending our school fairs and other school events

We are particularly keen for help as follows :

- Reading support
- Library work

Apart from working directly with children, there are other ways you can help the class teachers:

- Backing and naming books
- Preparing home/school link books
- Helping to put up displays
- Photocopying and helping to prepare resources
- Preparing maths and literacy sacks for distribution

If you have a particular skill or area of knowledge that you feel would be of benefit to our current topics, or with a particular area of the curriculum, please let us know.