



**Whitstable and Seasalter Endowed  
Church of England (Aided) Junior School**



**A Guide to Volunteering  
'The Endowed Way'**



**Love · Learning · Laughter**

**LET  
YOUR LIGHT  
Shine**

**Matthew 5:14-16**

As a school family, living and learning with a thirst for knowledge, we delight in everyone's achievements sharing joy and laughter along the way.

Within the love of God we nurture aspirations, celebrate each other's individuality enabling all to flourish.

We let our lights shine in school, our community and the World beyond.

**Love ★ Joy ★ Goodness ★ Resilience ★ Trust**

## Introduction

Thank you for your interest in volunteering at 'The Endowed'.

Our staff value your contribution to the children's learning and appreciate what you do. We hope your time at school will be an enjoyable and rewarding experience - the children really love the time they spend with our volunteers and it is really important to them. We have produced this guide to help you feel comfortable when working in school.

## How much time must I give and when?

It's up to you! Your help is welcome at any time during the school day. Let the school know when you are available, but be realistic about what you offer. It may be best to start with a short time each week and then add to it if you have more free time. It doesn't have to be a whole morning or afternoon - an hour a week is extremely helpful. We have found it useful if you can make it the same day and time each week, a regular routine helps make it easier for the school to plan.

Any adult volunteers wanting to help at the school will need to come to the office and express their interest. You may be required to have a DBS check, even if you have one from another establishment; it is not always transferable. Please see the Health and Safety section for more information.

If you can't come to school office as arranged, please inform the office; giving us as much notice as possible.

## What will I do?

There are many ways you can help us when you are in school. Some volunteering activities include: Reading with children, assisting the children to and from swimming lessons and helping with arts & craft projects, to name a few. How you help will depend on what is required at the time and if you have specific interests and skills which could be used in school. Please let the teacher know and they will try and use your time and skills in the most productive way possible. When you work with children at school, you will be under the supervision of one of the teachers, who will let you know what we want you, and the children, to do.

Each activity or task that children are engaged in has a clear purpose and it is important that you understand what this is if the children are to benefit from your presence. Please do not hesitate to ask if you are not clear about what is expected.

## Engaging with the Children

When working with children, talking to them and in particular questioning them is a very useful way of helping them to think and learn. For example in a cooking activity ask, "Did the mixture change when it was cooked?" or, "Why or how did that happen?" Don't worry if you feel you can't explain it properly, the important thing is to encourage the children to think and talk about what they are doing.

If at any time when working with a group you feel that a particular child is not responding to you, or is making it difficult for you to work with other children do let the class teacher know.



# Reading Volunteers

Reading is essential to just about everything in life. As well as developing the child's ability to read - reading expands their vocabulary, increases confidence, enhances imagination and improves comprehension skills so that they can explain what is happening in a story. Reading also promotes a love of reading for pleasure.

One of the tasks that you may be involved in is reading with the children. The exact approach will depend on the reading level of the child.

## Beginning Readers

- Children should be aware that you read from left to right, turning the pages that way and reading the lines left to right and top to bottom.
- Read the book together to start with.
- Discuss the pictures and the story.
- Read the book again pointing to each word as you read.

## Early Readers

- Ask the child to point to each word as s/he reads it.
- Discuss the pictures and the story.
- Read the story together.
- Ask the child to find key words which are repeated several times in the book i.e. 'the', 'up', 'in', etc.
- The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.

## Extending Reading

As the children become more confident, try to get them to work out new words by making a good logical guess. Maybe the picture will help. If the child has good knowledge of initial sounds, looking at the first letter strings or small words within words, sound out the whole word e.g. ing in king.

Another strategy is to get the child to read to the end of the sentence and then go back to work out an unknown word. Even with able readers you should discuss the stories (and pictures). You can also try to encourage the children to use expression or put on suitable voices.

### **Discussion Questions:**

The following are examples of the types of questions to use when discussing a story.

- What was the story about?
- Who was the main character/s?
- What sort of a person was s/he?
- Was that a sensible thing to do?
- What should he have done?
- Which part did you enjoy best?
- What would have happened if....?

### **Using their Contact Book**

When you have heard a child read please enter the page number that they have finished on. You may then enter the date and initial your name to show that you have read with them.

*"The more that you read, the more things you will know.  
The more that you learn, the more places you'll go".*

**Dr. Seuss**

## Supervising the Children

Like all other adults in school, you will have high expectations of children's behaviour. The children should be courteous, use polite language and listen when others are speaking. Encourage them by praise and by setting a good example. If any child misbehaves, please make sure that the teacher knows about it. The aim at 'The Endowed' is that everyone gives each other care and consideration and the importance of our balloon rules which are visually displayed around the school and are constantly promoted in assemblies and discussions. If you can help to reinforce good behaviour when you are in school the value of the time you spend will increase tremendously. In short, the following may help:

- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Be friendly towards them and praise the children wherever possible.
- Model behaviour – if the teacher asks the class to stop, show the children what to do.
- Avoid shouting! If you speak normally they will have to be quiet in order to hear what you are saying.
- Give clear and simple instructions.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but never 'handle' the children at any time. If in doubt, speak to the staff.
- Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends.
- Encourage them to be polite to one another.
- If you are concerned about a child for any reason, have a word with the class teacher or the headteacher. Please do not speak directly to the parents of the child.

## Health & Safety

Parents and volunteers helping in school may need to be DBS checked if carrying out a regulated activity and references will be obtained. If you will be undertaking regulated activity, this information must be completed before you can start helping in school. Please ask at the school office for information.

For a variety of Health and Safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the main reception door. Helpers must first report to the office staff and sign in. You must also wear a visitors badge so that everybody knows that you have permission to be in the building.

For your own protection/safety we ask that parents do not enter the classroom unless the class teacher is present. Under no circumstances should you be alone with a child in an enclosed space without the specific permission of the Headteacher or the Assistant Headteacher.

You should wear 'appropriate' clothing and footwear when in school to avoid the risk of accidents. Whilst helping in school you will be covered by KCC's insurance policies for accident and third party risks etc.

Please read the Fire Alarm Procedures which are displayed in each classroom.

If you are here during the morning, you are very welcome to have a drink in the staff kitchen. We hope that you understand the staff room can be quite busy during these times and also there may be sensitive or confidential information. Please be aware that hot drinks are not allowed near children and if you are taking a drink from the kitchen you should use one of the thermal cups with a lid.

Mobile phones should be switched off, and are not to be used in the company of children and in classrooms or during educational visits. No taking of photographs or videos is permitted, unless prior permission is given by the Headteacher. Please refrain from naming the school, or any aspect of your volunteering role at the school, on social networking sites or elsewhere. If necessary an arrangement can be made with the School Office to deal with any essential call you might be expecting.

# Confidential Information

Occasionally in school you may 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. Any conversation with parents outside is a breach of the school's confidence; even a comment such as, 'your Jimmy reads well,' is not acceptable, as others will wonder why you have not said that to them.

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 Headteacher or Assistant Headteachers without delay.

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 class teacher or the headteacher.

Although it is pleasant to work with your own children, this can have a detrimental affect on their attitude and concentration and you may be asked not to do so. Equally you may choose not to work with your own child.

## Thank You!

In case we forget to say so, please be assured that we really do appreciate your help. If you have any worries or queries, or any good ideas on how we can improve something, please let us know.

We hope you enjoy helping out at our school.

Many thanks.

*Whitstable & Seasalter Endowed Church of England (Aided) Junior 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 is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce. All volunteers, including regular PTFA members may be required to complete an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children. Volunteers are also expected to follow a robust Code of Conduct in accordance with our church school's Christian Values.*

Please detach and return to the School Office

## Safeguarding Information

### Keeping Confidences

Being part of a team means learning a great deal about individual children, whether in the classroom or the staff kitchen. You may hear and be part of conversations about our children, some of whose parents may be known to you. It is important to be professional and respect this confidential information.

If a child says something to you which concerns you, you should always tell the class teacher. S/he will advise you what to do next.

If a child makes a disclosure to you, in line with our Child Protection Policy you should immediately inform the DSL's (Designated Safeguarding Lead). There are two staff with full training in Child Protection, so you can always talk to them for more guidance. These are **Ellen Taylor (Headteacher)** and **Janine Hewitt (Assistant Headteacher/SENCO)**.

If you require more information on Safeguarding issues, please refer to 'Guidance for Safe Working for the Protection of Children and Staff in Education Settings' a copy of which is kept in the school office or can be viewed at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

It is hoped that this handbook has given some practical advice and reassurance to help you to be clear about your roles and responsibilities. If you have any questions, please make sure you ask the class teacher, or other members of staff.

Name of Volunteer .....

Class that you will be working in (if known) .....

Class Teacher.....

I have read and understood the guidelines

Signed .....

Date .....

# Volunteer Application Form – For New Volunteer

At 'The Endowed', as a regular volunteer, you may be volunteering to work in a class which does not contain your own children. This helps to ensure equality for all our children, where parents who work for example cannot commit as a volunteer. For regular volunteers 'The Endowed' agree to pay for DBS checks. All students above the age of 16, work experience and those volunteering for experience in order to work with children, must pay for their own check.

## Name of Volunteer:

Full Name: .....

Date of Birth: .....

Address: .....

.....

Home Phone: ..... Mobile .....

Email Address: .....



## Referees:

(Please provide details of two people of whom a reference request can be made.)

Referee 1: Name and Address .....

.....

Email: .....



Referee 2: Name and Address .....

.....

Email: .....



What activities/ areas of the school's work would you like to help with?



Are there any particular age groups/classes you would like to work with? (Please see note above)



Are there any preferred days and times you would like to work?

At the Endowed we are committed to equality of opportunity for all stakeholders. Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

# Volunteer Agreement

Please read and sign this Volunteer Agreement sheet and hand it to the school office before your first session.

- I Understand that failure to follow confidentiality or any comments that may bring the schools' name into disrepute may cause the school to end the volunteering relationship
- I have received a copy of 'A Guide to Volunteering'
- I agree to support the School's Aims & Vision
- I agree to treat information obtained from being a volunteer in School as **Strictly Confidential**
- I understand that an enhanced Criminal Check (DBS) check may be undertaken *If you already have a DBS Certificate issued by another Kent school, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check may be undertaken, if there has been a gap in service of more than three months.*
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Subject Leader.
- I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving and I will sign out.
- I will only use the designated staff toilets.
- I will ensure my mobile phone is switched off in school and on educational visits. I agree not to take photographs, or videos using my own equipment, or mention the school or any aspect of my volunteering role on social networking sites or elsewhere. My mobile phone will be put away securely and switched off.
- I have read the Safeguarding Leaflet and Childnet Social media guidance and will adhere to these policies and guidance.
- I am aware of the Health and Safety Policy, Confidentiality Policy and Whistleblowing Policy which are held in the School Office, and available on the school website.

Signed: .....

Name: .....

Date: .....

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