



Broom Barns School Stevenage.

Guidelines for Volunteers Working in School

January 2020 to 2025

Thank you for taking the time to read these few guidelines.

Activities

The type of activities you are likely to undertake can be discussed with the class teacher. You may have a particular skill which you would like to share with the children; you might like to work with the teacher in developing children's talk or help children with their reading. Sometimes parents/carers play a maths game or use a computer programme.

A good time for planning ahead or reflecting is before school, during assembly time or during breaks.

Approach/Behaviour

It is helpful if you show a positive approach to all, the children. You will always be working along side the class teacher and/or support teacher and teaching assistants.

We have a guide to behaviour so you can be aware of our expectations. Please do not be afraid to be firm if you become aware of inappropriate behaviour. Do ask the teacher what you might do in a particular situation.

Children's learning

The children are encouraged to be independent in their learning environment. Please do not allow the children to persuade you to do their work for them.

Class routine

The teacher will give you a brief overview of the general routine so you will feel comfortable and confident about what to expect during the day.

Group sessions

If you are working with a group the teacher may ask you to do an activity which links with his/her planning. He/she will be happy to assist you in any way possible. Please do not be afraid to raise any concerns with the class teacher.

Confidentiality

There may be issues regarding some children and the school which will solely be the concern of their parents/carers and the teachers.

We ask you to appreciate that issues of confidentiality must always be respected and practised and please report to the teacher any concerns you may have about inappropriate things you hear children say or do.

As part of the Governments procedure for "Safe Guarding Children" we do have to ask you to complete the DBS checks. The school secretary will take you through the formalities.

We hope you will enjoy working with us at Broom Barns we value the help and support