

Child Protection

Under LA Child Protection guidance, please ensure that all physical contact with children is kept to a minimum. The need to physically restrain our children is very rare. Usually a stern command is sufficient. The first course of action is to summon a teacher. However, physical restraint is acceptable if a child is at risk of endangering themselves or others, or damaging property.

Let the class teacher know as soon as possible if you have to speak sternly to a child or physically restrain them.

It is recommended that, when working with children, you remain in a clearly visible area.



Our Golden Rules

We are gentle.

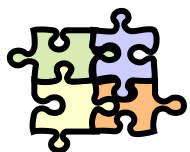
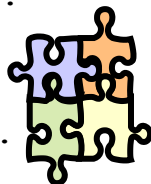
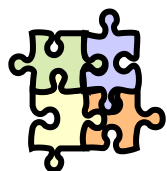
We are kind and helpful.

We listen.

We are honest.

We work hard.

We look after property.



Confidentiality

During your time at school, **DISCRETION** and **CONFIDENTIALITY** are essential as you are in a position of **TRUST** and **RESPONSIBILITY**. Please do not discuss or pass on details of children's levels of progress and attainment.

Please do not discuss individuals or events which could discredit or embarrass the staff, children or parents of the school.



We are glad to have offers of help on a regular or occasional basis.

It is more helpful to pre-arrange a set time and day with staff who may need to set out additional resources for you.

Please contact us ...



If you are unable to come, please let us know as soon as possible.

Staples Road Primary School
Tel: 020 8508 1241

Headteacher : **Ms Veronica Wallace**

Deputy Headteacher: **Mrs Jane Harvey**



**Staples
Road
Primary
School**



**Volunteer
Guidelines**

We are pleased to welcome you to Staples Road. Thank you for taking the time to read this. We hope it will lead to a very happy partnership and that you will find your time at our school a rewarding, stimulating and enjoyable experience.

Sessions

Morning :

8.50 – 12.15 am (KS1)

8.50 – 12.15 am (KS2)

and/or

Afternoon:

1.30 – 3.15 pm (KS1)

1.20—3.15 pm (KS2)



▶ Important information

You are very welcome to make yourself a drink in the staffroom at break times and take it back to class but please use the thermos mugs when taking hot drinks.

Please also note that only staff have access to the staffroom at lunchtimes.

Thank you.

Working alongside staff and children

- The teacher you are helping will discuss and agree with you how best to use your time in school e.g. supporting groups/hearing readers / repairing books / sorting equipment etc.
- We are also pleased to accept offers of help for cooking / ICT / creative activities.
- Children need time to consider their responses and every member of the group should have an equal opportunity to contribute.
- Children should be encouraged to attempt to do things for themselves and should be praised for their efforts.
- We have high expectations of our children regarding behaviour and good manners, promoting an ethos of mutual respect. Please remember that you are an important role model and should aim to uphold these standards at all times.
- If you feel that the behaviour of a child is inappropriate or falls below our expectations please do mention it to the class teacher.
- Please adhere closely to instructions given by staff, as this will bring the most benefit to all.
- It is important to the management of the class if equipment, resources and apparatus are cleared away when the session comes to an end. Please involve the children in this activity.
- Young children cannot always identify their own work and possessions. Please ensure that names are put on work where appropriate.

Expectations for Adults in School

We expect you to:

- Be polite to the children and to each other
- Listen to each child's point of view
- Give clear instructions
- Be positive and recognise good behaviour by giving examples e.g. that was kind because... I like it when you... because...
- Be positive and recognise achievement and effort
- Model appropriate movement around the school
- Stay calm



- ◆ Please familiarise yourself with the fire evacuation procedures, posted in every room.
- ◆ If you are working with a group of children in school and you hear the fire alarm (a long, continuous bell), please escort the children quietly and speedily in single file out of the nearest fire exit.

