



## 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 in the classroom 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 in the Classroom

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 a school adult 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.

**Cardinal Newman Catholic Primary School**  
Arch Road, Hersham, Surrey KT12 4QT  
Telephone: (01932) 222536  
Executive Headteacher: Mrs C Burnham

Our Designated Safeguarding Leads are:

- Gerry Flower (Head of School)  
Designated Safeguarding Lead
- Catherine Burnham (Executive Headteacher)  
Deputy Designated Safeguarding Lead
- Anne Hunt (Class Teacher)  
Deputy Designated Safeguarding Lead
- Danielle Rivans (SENCo)  
Deputy Designated Safeguarding Lead
- Anna Sola (Learning Support Assistant)  
Deputy Designated Safeguarding Lead
- Tracy O'Halloran (Wraparound care  
Supervisor)  
Deputy Designated Safeguarding Lead
- Sarah Rice (Chair of Governors)
- Chris Broom (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 onto 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 Executive Headteacher. If the concern relates to the Executive Head Teacher, you should report it directly to the Chair of Governors, Mrs. Rice, at [srice@cardinalnewmanschool.co.uk](mailto:srice@cardinalnewmanschool.co.uk)

#### **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 you can begin 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 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.

#### **Procedures**

When you visit the school, you must sign in at the main school office. You will be given a lanyard with a visitor badge which must be worn at all times when helping in school. Please 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, please leave the building by the appropriate exit together with any children who may be working with you. Once in the playground, please 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 celebration assemblies and other school events

We are particularly anxious for help as follows :

- Reading Support
- Library work

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

- Backing and naming books
- Preparing home/school link books
- Helping to put up displays
- Photocopying and helping to prepare resources
- Preparing maths & 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.