



Company Registered Number: 8517255

St John's Primary School

St John's Road, Wallingford, Oxon, OX10 9AG Tel: 01491 837305 Email: office.2567@st-johns.oxon.sch.uk

Headteacher: Miss Nicky Hughes

Volunteer Code of Conduct

Thank you for coming to help in school. Here is some guidance that we hope will help. If you are not sure of anything, please ask.

At St John's School, we are very grateful to parents, grandparents and other community members who participate as volunteers in the school in a variety of roles. Volunteers can have a significant role in providing a safe and enjoyable environment for our children. The education of our pupils is greatly enriched, through the work of our volunteers.

Signing in

Please make sure that you sign in and out at the School Office and wear a visitor badge at all times.

When supporting children in school:

- Do encourage the children to be as independent as possible, for example by expecting younger children to put on their own coats.
- Do encourage the children to 'problem solve' for themselves, wherever possible. This may be, for example, by expecting younger children to attempt to write their own names or by asking older children to sound out unfamiliar words when they are reading.
- Do play with the children and/or talk with them about their work and what they are doing as this will help them to learn and develop their vocabulary and confidence.
- When reading with the children do talk with them about pictures in the books or what has happened in the story so far. Older children will enjoy telling you about their favourite character or what they think will happen next in the story.
- Do encourage the children to tidy up after themselves as much as possible and familiarise yourself with routines and expectations of the class in which you are working.

Children's Behaviour

Children have a responsibility for their own behaviour. They must respect the rights and feelings of children and adults in school. The emphasis in school is on expecting, noticing, and praising **positive behaviour**. If a pupil is behaving inappropriately or making a wrong choice tell the class teacher or other member of staff who will deal with the situation.

If a child tells you something that causes concern please report this to a member of staff. For safeguarding reasons, unless we have received your DBS check, it is important that you are not on your own with a child at any time.

Safeguarding

St John's School staff, volunteers and governors have a responsibility for, and are committed to, safeguarding and promoting the welfare of children and young people. Please familiarise yourself with the Keeping Children Safe in Education document and our Safeguarding Policy, both of which are available from the school office or website.

Mobile Phones - The school has a mobile phone policy which requires that:-



- Your mobile phone is turned off or on silent whilst you are on the school premises.
- Your mobile phone **must not** be used for taking photographs of the children at any time.
- If you need to be contacted in an emergency please ask that the school number be used.

If helpers in school have concerns about the safety or welfare of a child, they must speak to the child's teacher or to Nicky Hughes, Sarah Burgess, Nicola Ball or Charlotte Shepherd who are the designated persons for safeguarding at school. Helpers who have unsupervised or regular contact with children must have a DBS certificate but we will organise this for you if it is appropriate.

Confidentiality

Any information about the school and the children that you are privy to in your role as a school helper is strictly confidential and must not be shared with anyone outside school.

Health and Safety

Should it be necessary to evacuate the school building for fire, bomb threat or any other reason, the alarm should be sounded by breaking the Emergency glass and following the instructions on the FIRE ACTION notices.

Assembly Points: Junior Playground

On hearing the alarm, the adults in charge of children should take their individual child, group or class out of the building **by the nearest and safest fire door** and go immediately to the Assembly Point.

- Children must walk quietly and line up on the playground silently.
- Other staff and visiting adults should also make their way to the Assembly Point using the nearest and safest fire door and report to a member of the Office Staff.

Tea / Coffee

Please do help yourself to tea and coffee in the staffroom.

**Please sign below to indicate your understanding and agreement, and return to the school office.
We hope you enjoy your time with us!**

Name:

Signature:

Date: