

### Behaviour

RESPECT is our only 'School Rule'. The other core values we believe are essential to living and learning in the Edenham School community are;

<i>Compassion</i>	<i>Honesty</i>
<i>Love + friendship</i>	<i>Caring</i>
<i>Forgiveness</i>	<i>Faith</i>
	<i>Perseverance</i>

These apply to aspect of our school life and work.

All children are expected to:

1. Respect each other by showing honesty, kindness, care and friendship.
2. Respect our school environment and everyone's property.
3. Be good learners by following instructions, co-operating, listening carefully and allowing others to learn.
4. Try our best so we can be proud of our work.
5. Come to school on time, wear the correct uniform and be well mannered and ready to learn.

### Rewards and Sanctions

Positive behaviours are constantly encouraged. They are often rewarded with 'House Points' and our Golden Time system. Housepoints can be awarded by staff members on recommendation by any adult in school. If you feel a child is behaving inappropriately and/or is failing to follow your requests, this must be reported to a member of teaching staff. It is their job to apply the school's behaviour policy.

### When working with children... TopTips

- Encourage independence – asking open ended questions where a child cannot answer "yes" or "no" means that they are more likely to think about the problem or question. Encourage the child to talk about what they are doing.
- Feedback to the teacher anything they might need to know. Was there anything that they found difficult?
- Talking calmly works far more effectively than shouting.
- Give a child thinking time – Some children take longer to process information. A few seconds longer could make all the difference.
- Always ask for clarification if you are unsure what to do.

### Health and Safety

If you see anything which you think could be unsafe or pose a risk to people, you have a duty to report it to a member of staff immediately.

### Fire Drills + Emergency Evacuation

In the event of a fire, leave by the nearest fire exit and meet on the main playground. Please ensure that all children you are working with leave in a calm and safe manner. Follow the lead of staff. Children are asked to remain silent for the duration of the evacuation – please remember to do the same.

***THANKYOU and LOOK FORWARD TO SEEING YOU!***



## Guidance for Volunteers in School



### **Key Contact Details;**

[enquiries@edenham.lincs.sch.uk](mailto:enquiries@edenham.lincs.sch.uk)

[Head@edenham.lincs.sch.uk](mailto:Head@edenham.lincs.sch.uk)

01778 591207

[www.edenham.lincs.sch.uk](http://www.edenham.lincs.sch.uk)

### Introduction

We welcome volunteers to our school; they are a very important part of enriching our school life.

We appreciate and value the support that our volunteers provide at Edenham School. We will try to ensure that you will be engaged at all times in activities that are both meaningful and appropriate in supporting learning in our school.

If you have any questions after reading this booklet or at any time, please don't hesitate to ask.

### First Steps

You will be asked to complete an enhanced DBS check by the office team, and to read, sign and return a volunteer agreement. You may also be asked to meet with the Head or senior teacher in order to ensure you have time to ask questions and understand our expectations in helping keep our children safe and happy.

### Routines

When arriving in school, please use the main entrance, sign in the visitor's book and receive a visitor's badge from a member of the office team. Please remember to return your badge to the office and sign out again when you leave for the day.

### Child Protection

If you have any concerns about the safety or welfare of a child, the class teacher must be informed immediately.

They will then speak to

#### **Key contacts are;**

- The Designated Safeguarding Lead/ Head Teacher – Mrs Kris Radford-Rea or, Mrs Sian Hawes in her absence.

You are also able to contact them directly.

When dealing with a disclosure from a child, it is important that you **do not:**

- Ask leading questions.
- Agree to keep anything a secret.

Appropriate actions and responses are to:

- Reassure the child that they have done the right thing by speaking to an adult.
- Let the child know in a sensitive manner that you will pass on what they have said (to the appropriate person).
- Ensure to the best of your ability the child is calm and reassured.

### Confidentiality and Data Protection

One of the most sensitive areas when working in school is confidentiality. All adults working and volunteering in school follow a strict code of conduct.

A protocol reflecting these guidelines can be found on the next page. Further information can be found in our school website in our Volunteering in School policy.

### Volunteer Protocol

For you and school to get the most out of your time with us, **you will be expected to:**

- Be a reliable member of our team, ensuring that you arrive with plenty of time to prepare for the day ahead.
- Promote good behaviour both by example and calm intervention. Inappropriate behaviour must be reported to a staff member immediately and is for them to deal with.
- Respect the guidance and expertise of the class teacher at all times. Discuss any queries or disagreements in a constructive manner.
- Treat any information, either given or overheard, with total confidentiality, both in and out of school.

#### **School will ensure that:**

- Tasks and responsibilities given are clear and appropriate for you.
- Treat you with respect and care, ensuring that you feel part of the team at Edenham School. We will ensure that the children do the same.
- Share relevant information with you regarding the children when necessary.
- Treat anything that you tell us with total confidentiality. (This point does not take into account information affecting the well-being of a child, which may require further action from school. You will be notified if this is the case.)