



Volunteers at Keiss Primary



Firstly, please allow us to thank you for giving up your time to volunteer at Keiss Primary School. We love having helping hands as it enables us to provide even more for the children in our care.

You will be asked to help us with things like this:

- Resourcing (displays, laminating, photocopying etc)
- Overseeing a group doing their work
- Hearing children read
- Playing a game with children

The class teacher will let you know what they want you to do when you arrive in their classroom. You might be asked to practice something the children have already learnt. Don't be afraid to ask any questions if you are not sure what to do. You will not be asked to do any teaching and we would encourage you to let the class teacher know if you feel that the children do not understand the job they have been given rather than trying to teach them yourself 😊

Please adhere to the following guidelines while you are with us:

- Please let the class teacher deal with any requests from children, e.g. toilet breaks, visitors to the classroom door.
- Please work with the children you have been assigned. Please stick to the task the teacher has set. You are not expected to teach the children, just to be there to support them on tasks that have been explained / covered by the class teacher previously.
- Please remember that you are another role model to the children, e.g. stop and listen when the teacher requests the children to do so etc
- Please only engage in conversations that are related to learning e.g. don't allow the children to chat about their weekend / football or similar when they are supposed to be working
- Please refer any problems with behaviour to the classroom teacher
- Please do not take any children out with the classroom without the class teachers express permission
- Please do not answer any of the outer doors- inform a member of staff if someone is at the door.

Please remember that while you are with us you are not acting in a parental capacity, but as a volunteer within the school. **This means that any information you obtain as a result of working in the school is confidential and must only be shared or discussed with staff at the school.**

If a child discloses anything to you please remember to share this with the class teacher. If you have any concerns regarding child protection or any general queries as a result of your work in the school then please speak to Miss Laidlaw in the first instance.

The Head Teacher must know who is in the school at any time and for what purpose. Please only go to the classroom you have been assigned. Any change or additional volunteering must go via the Head Teacher. **You must sign in and out of the visitors book each time you work at the school as a volunteer.**

Please sign and date below to indicate that you have agreed to the above.