

OSBASTON
Church in Wales School



Inspiring • Discovering • Believing



Osbaston Church in Wales School

Volunteer Information

Volunteering at School

We are proud that so many parents, carers, grandparents and members of the local community support our pupils and enrich their learning experiences and opportunities at school. We really value the time, effort and experiences you give.

If you are interested in becoming a volunteer, please contact Mrs Jessica Kift, Administrator in the School Office.

How it works

There are many ways you can help, these include:

- Supporting in the classroom
 - Reading with a small group of children, helping with practical activities like cooking, craft, gardening
- Supporting particular events
 - Coaching at sporting tournaments/events, helping prepare year end performances and shows, helping with fund raising events, accompanying classes on school trips
- Walking to events in the local community
 - All classes have regular library visits, church services, swimming lessons where walkers are required
- Using a talent you have to enrich the curriculum
 - Talking to a class about your job, hobbies you may have or experiences relevant to the class topic/theme.

What we need from you to become a volunteer

To be on the school volunteer register we do need you to commit to volunteering at least once per term. We take our safeguarding responsibilities very seriously and all volunteers **MUST**:

- complete an online DBS check as a named volunteer at Osbaston CIW School, and share necessary proof of identification

- complete Group A Safeguarding Training. The training is accessed online, can be completed at any time and takes around an hour to complete.
- complete Group A+ Safeguarding training in a 45 minute face to face/ online synchronous 'live' session with the Head teacher. This is offered termly.
- two character references

Whatever volunteering you are able to offer, we thank you for the invaluable support. You are helping to enrich the lives of the children in our school and we hope you both enjoy the opportunity and the experience.

Signing In/ Out

On arrival at school, please sign in as a visitor. The 'signing in' book is located in the Reception area in the Upper School Building and in classrooms in Lower School.

Please ensure you are familiar with the emergency evacuation procedures for the building you are in. This means you know where the nearest emergency exit is and you know where to gather when you have left the building. For Upper School this is the playground and for Lower School, this is the front playground adjacent to Osbaston Road.

You must also collect a lanyard and wear this for the duration of your visit. Similarly, you will need to sign out as you leave. Please could all volunteers leave the school through the main entrance as the gate automatically locks behind you.

Confidentiality

If you are regularly visiting school to help as a volunteer, you will begin to recognise the wide range of abilities within a class and the individual personalities of the pupils. You may be asked to support a group, pair or individual pupils under the instruction of the class teacher. At times, you may notice a particular pupil or group find a task difficult or very simple. Sometimes, you may find a pupil lacks motivation or is being disruptive within the group. Never feel you are 'telling tales'; always provide feedback to the class teacher and let them know exactly how the pupil has behaved.

As a volunteer, it is imperative you maintain confidentiality of any pupil information that may be available to you, both in written and verbal form. A breach of confidentiality may result in termination of volunteer involvement with our school.

Safeguarding Learners

As a caring school with direct responsibility for children, our primary concern is the welfare of the child. The school has a legal obligation to contact other agencies where there are safeguarding concerns.

If a child discloses any information relating to their safety or welfare, you **MUST** report the details to the class teacher as soon as possible. You must not ask the child any questions or further details; listen to what they have to say. Do not make any promises to keep secrets; it is your duty to let the school know.

Our Child Protection/ safeguarding policy states our approach to the duty of the Governing Body to ensure that appropriate procedures are in place for the protection of children from any form of abuse. **Mrs Catherine Jones, Head Teacher, is the Designated Safeguarding Person for undertaking this responsibility.** In her absence the deputy Head Teacher, Mrs Shelley Tokar, or Senior Leader, Mrs Catherine Baggott is responsible. If your concern is about the Head teacher, you must contact the Safeguarding Governor who will inform the Chair of the Governing Body (please speak to Mrs Kift in the School Office for contact information).

Working with Pupils

It is important to establish positive relationships with the pupils and you need to make your expectations clear.

Establish simple rules with the group:

- taking turns
- listening to instructions
- listening to one another
- being patient
- putting up a hand to offer information or answers
- sitting still

Praise children for their efforts and encourage them to try when they are finding something difficult. It is very easy to give an answer and move on, but the pupil may not have acquired the skill necessary to complete the task. Consider whether you could break it down into smaller steps or approach it in a different way? Working hard and achieving a goal is very rewarding- both for the pupil and the volunteer!

Mobile Devices and Internet

We kindly ask you to ensure your mobile phone is switched off or silenced during your time at school or with a school group. You **MUST NOT** use your mobile phone to take any pictures or to search information using the internet in an attempt to support a pupil. These are safeguarding risks and are not permitted.

Thank you for offering you time and support. Your commitment enables the school to offer enriching experiences to learners.