



# Volunteer Handbook and Code of Conduct.

This handbook consists of 3 parts;

1. the latest "Keeping Children Safe in Education"
2. the latest "Guidance for Safer Working Practices"
3. some guidance and support for specific activities at school

Parts 1 and 2 can be found online here -

<http://www.northnibley.gloucs.sch.uk/keeping-children-safe/>

Alternatively, printed copies will be given.

PLEASE RETURN THE FORM ON PAGE 5 (and Page 6 if applicable)  
THANK YOU.

## Reading - INSTRUCTIONS FOR VOLUNTEERS

Thank you for helping with reading in school. You might be supporting less confident readers who, with your help, will become more confident readers. Please be as positive as you can and enjoy each other's company and achievements.



The session should be structured in the following way.

- Listen to the child read some text.
- If they are stuck on a word use one or more of the following strategies –
  1. sound out the word looking closely at the initial, middle and end sounds
  2. read around the word to gain meaning from the context
  3. look for any picture clues
  4. do not be afraid to tell them the word if this is taking a long time
- Ask the child to re-read some text putting in expression – dialogue is particularly useful for this.
- Ask the child about what they have just read. This could include –
  1. factual questions
  2. questions about inferred meanings
  3. questions about meanings of words or phrases
  4. ask them to point to the relevant text that confirms their ideas
- Ask the child about the book as a whole. Questions could be about –
  1. characters
  2. setting
  3. atmosphere
  4. plot
  5. resolution
  6. interesting words and phrases
  7. any other books by the same author – differences / similarities
  8. similar stories
  9. personal opinion of the story
  10. to whom would you recommend the book?
  11. ask them to point to the relevant text that confirms their ideas

### Some example questions about fiction books

Do the first few pages make you want to carry on reading? Why?

How do you think the story will end?

Why do you think the story is called...?

Which part of the story do you think is the funniest/saddest/most interesting?

Why do you think that?

Did the book make you think of something that has once happened to you?

### Some example questions about non-fiction books

Is this book a story book?

What did you find out that you did not know before you read it?

What do you think this page will be about?

Is there an index?

How would you use it to find something out?

### Questions for any sort of book

Do the pictures/layout help you to understand the book better? How

Are the pictures clear?

Do they make the book more enjoyable?

- Please use terms like – character, plot, setting, atmosphere, resolution so the children learn what they mean.
- Finally write a brief comment in the child's record book.

**Remember, you should both enjoy the session!**

## Swimming - INSTRUCTIONS FOR VOLUNTEERS

One member of school staff is in charge of the activity. Volunteers should take direction and instruction from this person in order to aid the safe smooth running of the activity.



Your main tasks are to help supervise the children

- Safely onto the coach for the journey to the pool, and
- Safely down from the coach and across the car park, into the pool building.
- Similarly, the children will need help and supervision for the return journey.
- Adults should space themselves appropriately along the line of children in order to supervise.

We have access to the cubicles, in which case adults should space themselves appropriately along the aisles ready to offer support. This may include finding the appropriate item of clothing! You are reminded that as parent volunteers your help here must be fully in line with child protection procedures. Unless we have seen your Disclosure and Barring Service (Criminal Record) Police Check, AND you have been specifically deployed in this capacity (based on child need) you are NEVER expected to be working one-to-one with any child. Changing room cubicles should NOT be locked, even by the children. Children will need help putting their clothes in the lockers, and locating the correct locker at the end of the session.

The member of staff in charge will inform you if there is a child in most need of help.

### During the lesson

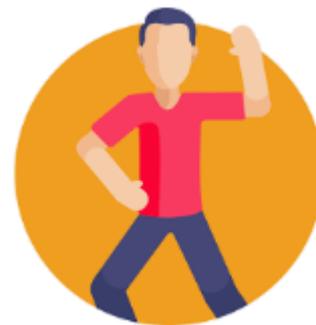
The role of the swimming instructor includes the discipline of the group they are teaching, supported by the responsible member of school staff, rather than parent volunteers. If you have questions for the instructor, or advice for the children, these must be saved until the end of the lesson. Dursley pool has requested that shoes are removed when visitors are pool-side.

### Please remember -

- 1 Keep the children safe. If you are in any doubt, please seek the help of the member of staff on duty.
- 2 Children are expected to listen and be polite, to helpers and instructors alike.
- 3 If children are not behaving sensibly and do not respond to your request for them to behave sensibly please seek the help of the teacher on duty or a member of the pool staff.
- 4 Children will certainly talk to you. Remember that anything they say, which sounds like the child is at risk, MUST be shared with the member of staff, the Head Teacher or the Child Protection Governor. These details are on the front of the Safeguarding Children Policy, which is available in our office and on our website.
- 5 Information about children's welfare should remain confidential to the school and their parents. Please refer to our Confidentiality Policy if you are in any doubt.

Please feel free to stay and watch the swimming session or if you prefer spend the time in Dursley. If you do leave the building, please return in plenty of time to supervise the children who have left the water.

## Out of hours Enrichment Activities - INSTRUCTIONS FOR VOLUNTEERS



The following expectations and procedures have been agreed by staff and communicated to all those, including volunteer parents, who generously give of their time, in order to maintain the smooth running of our school clubs. We recognise that in all instances our activities are run by volunteers. This policy helps to define more clearly all our roles and responsibilities.

### Attendance

Children who attend clubs are expected to attend regularly and parents **MUST** notify the teacher in charge of the club if their child is unable to attend for any reason. Registers are kept and absences are followed up so it is really helpful if teachers know at that time if a child is not attending.

Volunteers running the club **MUST** inform the office at the start of the session if a child is expected but not present.

We also expect that children will be collected when the club ends, unless it has been arranged that the child walks home. We will, of course, make exceptions for unusual circumstances.

### Kit

Children taking part in sports clubs will be expected to wear sports kit appropriate to the activity. If a club member cannot wear adequate kit, including footwear, then they may be a safety risk to themselves and others, and they will have to miss out.

### Behaviour

We recognise that clubs, whilst not run on the same lines as formal schooling, nevertheless need to operate in a safe and orderly fashion, where there are clear expectations from all that the normal standards of behaviour and respect will be maintained. All children joining and taking part in clubs are expected to behave well, listen carefully and follow instructions straight away. The rules and expectations are the same as those during the school day. Children coming along should understand these expectations.

Should a child fail to behave in an appropriate manner, a warning and an explanation will be given. A second warning may be given if poor behaviour continues in that club meeting. If this warning is ignored the matter will be reported to the Head Teacher, to consider whether a suspension would be appropriate. No child will be suspended from a club until the incident has been discussed in full with the Head Teacher, who will then discuss the incident with the child's parents. If a suspension is imposed it will, in the first instance, mean missing the next club meeting. Each child returns with a 'clean slate'. Should a subsequent suspension need imposing, the child will miss the next 4 sessions. In the unlikely event that poor behaviour re-occurs, the child will be told that they will be welcomed back for a fresh start in the next academic year.



## Volunteer's Declaration

NAME \_\_\_\_\_

I confirm that I have read and understood 'Keeping Children Safe in Education' (Part 1). I know that continued volunteering in North Nibley is dependent on adhering to this statutory guidance.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

I confirm that I have read and understood 'Safer Working Practices'. I know that continued volunteering in North Nibley is dependent on adhering to these practices.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NORTH NIBLEY C. OF E. (AIDED) PRIMARY SCHOOL

The Street,  
NORTH NIBLEY,  
Nr Dursley  
Gloucestershire  
GL11 6DL



Headteacher: Mr Paul Batchelor  
Telephone and Fax No: (01453) 542600

email: [admin@northnibley.gloucs.sch.uk](mailto:admin@northnibley.gloucs.sch.uk)  
Website: [www.northnibley.gloucs.sch.uk](http://www.northnibley.gloucs.sch.uk)

### Letter to Drivers Transporting Young People (VOLUNTEERS)

We greatly value your support in helping to transport young people to activities. It is our duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers to read the checklist below, complete the information and sign and date it. Please await confirmation from our school before driving other people's children to events. This in no way invalidates or curtails private arrangements undertaken between parents.

Name of Driver: \_\_\_\_\_

- I have no endorsements or points on my license/have declared any points on my licence and the reasons for accruing them (delete as applicable).
- My car carries current insurance, which is renewed annually, and I have checked with my insurance company that my insurance covers transporting young people on a voluntary basis.
- The road fund license is current and always renewed by the expiry date.
- The vehicle is regularly serviced, kept in safe running condition and where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate its insurance.
- All passengers I shall carry will have and use a seat belt including those in the back seat.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company (Remuneration would be construed as being for "hire or reward" - a separate insurance classification)

Signed \_\_\_\_\_ Name (Print) \_\_\_\_\_

Vehicle registration \_\_\_\_\_ Date \_\_\_\_\_