

FIRST AID

Each class has a First Aid box and all members of staff are trained. Should an injury occur seek the help of school staff.

The School Day	
Start of school	9:00
Playtime	10:30—10:45
Infant lunchtime	11:45—12:45
Junior lunchtime	12:00—12:45
Afternoon playtime	2:00—2:15
End of school day	3:15

FIRE!

Make sure the secretary knows you are here in case of fire. The fire alarm is a continuous ringing bell. Should it sound lead the children you are with out of the building to line up in their class by the gates to the playground. **Do not re-enter the building until the all clear is given.**

Volunteers are welcome to use the staffroom and the facilities within it

CHILD PROTECTION

Children may say things to you which you find odd or even give rise to concern. In this situation please don't pursue this situation further, but rather pass on this information to the class teacher at the earliest time. All school staff have been trained to deal with pupil disclosures and have the benefit of additional background knowledge about the child and family.

Confidentiality

We do expect that confidential matters concerning individual pupils are respected. No parent likes the idea of their child being discussed by others. This aspect of the volunteer is most important.

Volunteer Helpers



Welcome to Lanivet CP School

Thank you for your involvement at our school, we hope it will be long and happy.

Volunteers are not just the parents and carers of children at school, they may include, grandparents and other relations, friends and members of the community.

By supporting schools all volunteers can enjoy the knowledge they are assisting in life's most important task—the education and development of our children.

How can you help?

Parents can help in a variety of ways but no helper is ever asked to undertake support in which they do not feel confident, nor are they asked to assume the role of the teacher.

In the classroom

Some parents are able to come into school on a regular basis. Activities are planned by the teacher and these volunteers may hear children read, work with small groups, cooking, sewing, sport etc.

Other volunteers may not be able to commit themselves to a regular time but we would hope they can use their personal skills and talents to support the school during 'special' days and weeks such as those focusing on Arts or Well-being.

On off-site visits

When a class goes out on a trip the teacher will also ask for parent helpers. Parents can sign up to help by filling in a slip which will be on the letter about the trip.

Running clubs

It may also be possible for parents to help run extra curricular clubs or come into school to run a course for one afternoon a week for 5 or 6 weeks. This could be in anything that appeals to the children and which helps to enrich the curriculum such as a reading, recorders, gymnastics or dancing. Please do contact the school if you can help in anyway.

Driving to off-site events

At many events, particularly for sports, if it wasn't for volunteer drivers we could not take part.

Restrictions have been placed on seating dependent on the height of children. All children under 135cm will need booster seats. The school has two which can be used.

Before the event all drivers will be asked to sign the driver's declaration and to have a CRB check carried out.

Child Protection

The safety of our children is all important. Legislation has been brought in to ensure schools follow government guidelines. Hence all parents working on a regular basis or driving children to events will be asked to be CRB checked.

This is a simple police check organised by the school.

No volunteers will be asked to take sole responsibility for an individual or small group.

What will I be expected to do?

The teacher will plan the activity and give guidance on the task, the vocabulary to be used, the expected outcomes and any safety factors. The school would insist children show respect at all times, however, we would not expect a volunteer to deal with any behaviour or control issues. Instead please tell a member of staff immediately.

What should I do with the children?

The biggest thing all children need to do well is the confidence and self esteem to believe in themselves. Volunteers can help greatly by using lots of praise and encouragement.

Give the child time to talk. By ensuring they know what to do and by talking things through they will often gain understanding.

Make sure equipment is being used safely and correctly, demonstrating correct use if necessary.

Remember the teacher or teaching assistant who planned the activity is always prepared to support you and give you advice.