
Safeguarding

You should never work alone with a child and if working with a group outside the classroom always make sure that you are with another adult, or in an 'open', visible area. We must all think carefully about the contact we have with children. Do not lift, carry or move a child in any way, including your own. It is crucial you do not leave yourself open to any kind of criticism or accusation. This may be difficult, particularly with children you know as friends and neighbours.

If a child ever discloses information to you of a sensitive or confidential nature, please report this directly to Mrs Oates or Miss Harvey.

Behaviour

We expect all our children to be polite and well behaved at all times. If you encounter any inappropriate behaviour, or use of inappropriate language, please tell the class teacher. We need to ensure that all incidents are dealt with consistently. The teacher will deal with the behaviour following the school policy. Be firm, but fair. Insist on politeness and good manners. Give lots of praise. Please let the class teacher know if children have done well.

Growth Mindset

At Braddan School we like to encourage children to have a growth mindset.

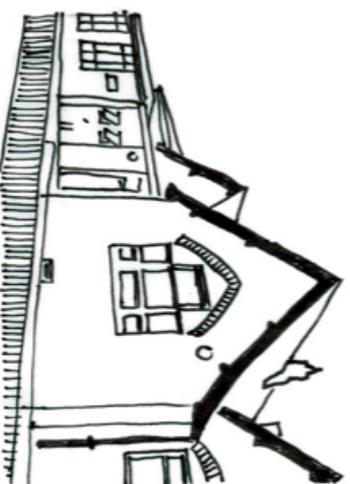


If something is tricky – that's good – it means they are having to use their learning muscles.

If a child says they can't do something, remind them that they just can't do it YET.

Giving Praise

- Praise the amount of effort the child is putting into things rather than "how clever" they are.
- Talk to the child about their brain being like a muscle – the more they use it, the stronger it gets.
- Encourage the child to keep trying if they are finding something difficult.



Information for

volunteers at

Braddan School



Thank you for volunteering to come and help in school. Your time and commitment to supporting us at Braddan School is much appreciated by both staff and children. Please take the time to read through this information leaflet and please do not hesitate to ask for clarification or more information if necessary.


SAPERERE

Bronze
Philosophy for Children School Award

Safety First

Signing In

Please sign in and out of school each time you come in to help. This is so we know exactly who is in school for security reasons and in case of fire. The signing in book is situated by the office.

Fire Procedure

Should the fire alarm sound please leave the building immediately through the nearest fire exit. Please do not stop to collect belongings. The assembly point is in the main playground. If you are working with children at the time, make your way out of the nearest exit with them and join their class in the playground.

Confidentiality

Never discuss details of any children, staff or other parents with anyone outside school, or post information about your time in school on social networking sites. This may be difficult at times if a parent asks you directly about their child. You should reply that you are there to help and not qualified to comment on the progress or behaviour of any of the children. Please refer them to the class teacher if they have any concerns.

What will you do?

We are always grateful for help, but want to make sure that the experience is positive for all concerned. It is not always an idea situation to help in your child's class. Some children find it difficult to maintain their concentration if their parent is in the classroom and some can become distressed when a parent goes home. It is best to liaise with your child's teacher.

Teachers usually prefer help on a regular basis so that they can plan for an additional adult either to work with children or carry out other essential tasks. Let the teacher know when you can be available. If you are unable to help on a regular basis you can still help out - we often need help on school trips, and our younger children always enjoy having an adult to help them learn whilst they are playing.

If you are helping children with reading, it is important to give the child lots of encouragement, and also lots of time to work out new or unknown words. Talking about what is happening in the illustration, what they think will happen next, or giving ideas and suggestions for why things have happened are important skills as well as being able to read the words.

School Trips

It would be difficult to organise visits outside school without volunteer help. Please note the following points;

- parents may not always have their own child in their group
- children must stay with their group and the group adult at all times
- the class teacher is responsible for sharing the risk assessment for the trip with you
- you are there to support the class teacher and supervise all the children in your group

First Aid

Always seek assistance from a class teacher or learning support assistant, all are first aid trained. Never administer first aid yourself.

You are very welcome in school

If you are in school during break times, please feel free to use the facilities in the staff room. Help yourself to tea or coffee, but please do not take hot drinks out of the staffroom unless they are in a cup with a secure lid.

