



BANCHORY-DEVENICK SCHOOL



A Guide to Volunteering



Thank you for volunteering to help our children in school. We feel that the involvement of parents and other volunteers in children's education is vital, and we encourage active participation in many ways. In whatever way you can offer your time, we are always extremely grateful.

The aim of this guide is to give you all the information you need to make your time as a volunteer both worthwhile and enjoyable. At Banchory-Devenick, we want children to be happy and confident, and to develop an enduring love of learning. As a volunteer, you have a valuable role in helping us fulfil those aims. Thank you for your support.

Safeguarding

Inevitably, when working with children and young people, there is paperwork to be filled in and checks to be undertaken. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

In Scottish schools, checks include:

- PVG (Protecting Vulnerable Groups)
- Eligibility to work in the UK (2 forms of identification, one of which must be photographic), e.g. a passport and birth certificate
- An overseas criminal check (if deemed necessary)



For more general information about the safeguarding checks that are done for school volunteers, please see:

<https://jobs.aberdeenshire.gov.uk/school-volunteers/>

For information about how to access safeguarding checks for Banchory-Devenick School, please contact the school office.

Child Protection

If a child tells you something that causes you concern, please tell the Class Teacher or Head Teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear. The school's Child Protection Officer is Karen Downie.

Guidelines for Supporting Children in School

- It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset, misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.
- Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.
- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for being in school.
- Please do not worry about your child's behaviour while you are helping, as often they will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down.
- If you have to speak to a child about their behaviour, remember you are challenging what they did and not who they are. Focus on the behaviour and not the child.
- Please don't have favourites - as humans we are drawn to certain individuals, but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try things for themselves before we intervene.
- Please do not lift, carry or move a child in any way.
- Only use school iPads to take photos - never use your own mobile phone.
- Avoid being alone with a child. Should this be unavoidable, always ensure that a member of staff knows where you are and leave the door open or ajar.



Guidelines for Supporting Children on School Trips

We do appreciate your help on school trips. If you have any questions about a school trip, please see the class teacher.

- Parents may not always have their own child in their group.
- Personal mobile phones and cameras are not permitted to be used.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts.
- The class teacher/PSA are responsible for all First Aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher on return from the trip.



Housekeeping

- Breaktimes - Please do come and join us for a tea/coffee in the staffroom. Being such a small school, we always welcome someone different to talk to!
- Teas and Coffees - Help yourselves to a Fairtrade tea or coffee. There is dairy and non-dairy milk in the fridge.
- Personal Belongings - Can be left in the staffroom or class cupboards at your own risk.

- Arrival Protocols - You will be asked to sign in and out upon arrival and departure. You will also be given a Visitor badge to wear whilst you are in the school building.
- Absence - If you are unable to be in school, please let the class teacher know either in person or by telephoning the office.
- First Aid - Most teachers, PSAs and office staff are First Aid trained. Speak to one of us if you need help.
- Fire Alarms - There are instructions on posters around the buildings and in every classroom to indicate the exit points; please make sure you are familiar with these. When the fire bell (electronic) rings, children and volunteers must leave the building by the nearest exit. The Assembly Point is on the school pitch.
- Insurance - Approved volunteers are covered by the Council's Liability and Casualty Insurance Covers.

Thank you

In case we forget to say, please be assured that we really do appreciate your help. If you have any worries or a query, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

