

**Winwick CE**

**Primary School**



# **Volunteer Induction Meeting**

**Thursday 6<sup>th</sup> September 2017**

*Learning, Loving, Living in*

*The Family of God*



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Liverpool

**WARRINGTON**  
Borough Council



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# Agenda

- **Welcome**
- **Why do we need volunteers?**
- **What kind of activities will I be supporting with?**
- **What do I need to do?**
  - **Hearing Readers**
- **Safeguarding**
- **Procedures & Housekeeping**
- **Paperwork**



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**Why do we need  
volunteers?**





# What kind of activities will I be supporting?

- A wide range of support is needed across the school, for example;
  - Hearing children read
  - Helping to prepare resources
  - Displays
  - Supporting with school trips
  - Art/DT activities
- Allocated to classes in a different department to your own children.

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# What do I need to do?

- Go to the main entrance and ring the bell; Mrs Cameron/Mrs Rees will let you into school
- Sign in the Visitor Book and collect a Visitor Badge
- Go to your designated classroom
- The class teacher will let you know what support is needed in that session
- Please ensure that any interactions linking with your own child(ren) are kept separate from the volunteer role (e.g. forgotten snack money/lunch, needing to discuss something with the class teacher)



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# Hearing Readers



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# Reception

- At this stage, children may not be able to read
- Reading key words
- Sharing picture books – talking through the story that is told through pictures
- Supporting the children to read words/sentences
- Encourage children to sound out and blend
- Only ‘tell them’ the correct words after a number of failed attempts
- Asking questions...Who? What? When?

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# Year 1 and 2

- **Recap on the story (if already started)**
- **Supporting the children to read words/sentences**
- **Encourage children to sound out and blend**
- **Only 'tell them' the correct words after a number of failed attempts**
- **Encourage them to use clues from the pictures**
- **Reading on/back**
- **Questioning about key elements of the story**



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# Years 3 to 6

- **Recap on the story (if already started)**
- **Encourage independence when reading**
- **Remind children to sound out and blend unknown words**
- **Only 'tell them' the correct words after a number of failed attempts**
- **Encourage them to use clues from the pictures**
- **Reading on/back**
- **Questioning about key elements of the story**



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# Confidentiality

- **Must read, understand, sign and follow the Confidentiality Policy**
- **Please do not discuss the children you have been working with when out of school**
- **Please do not discuss events that happen in school**
- **If you have a question or a concern, please see the class teacher and/or a member of the Senior Leadership Team**



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# Safeguarding

**The safety of our children, and other members of our school community is paramount. It is very important that all adults working in school, including volunteers, are aware of our Safeguarding procedures. Will require all of our volunteers to be DBS checked, which school will organise.**

- Designated Senior Leader (DSL) = Sue Dymond
- Safeguarding Team = Laura Duckett, Jo Dalzell, Elin Rees
- A copy of our Safeguarding Policy can be found on the school website. Please read this policy carefully, as we will be asking you to sign to confirm that you have read it.
- If you would like a paper copy of the policy, please ask at the school office.

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# Safeguarding

- You should never be alone with a child
- You should refrain from making physical contact with a child (excluding emergency first aid)
- If a child discloses something;
  - Listen carefully, do not interrupt or ask leading questions
  - Do not promise to keep anything secret
  - As soon as possible, make a record of what the child said, using the child's own words
  - Inform a member of staff as soon as possible



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# Safeguarding

- Please raise any concerns, no matter how small they may be, to a member of staff as soon as possible.
- Please remember confidentiality
- Please read the safeguarding information/ policy carefully.
- If you have any questions, please ask a member of staff in the department in which you are working.



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# Procedures & Housekeeping

- **First Aid**
- **Fire Safety & Evacuation**
- **Toilets**
- **Staffroom**
- **Signing in & out**

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# Signing In & Out

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- The class teacher will let you know what support is needed in that session



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- When leaving, remember to return to the office, sign out and return your badge.
- If you are leaving near to the end of the school day, please leave enough time to return to the office and then make your way to the playground if you are collecting children. (Please do not leave via the children's exit – Fire Safety/Safeguarding).
- If you are unable to attend, please let the class teacher or the office staff know as soon as you are able to – thank you.



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# Paperwork

- **Safeguarding Leaflet and Induction checklist & Availability Form to be given today**
- **Information pack to be sent out tomorrow**
- **Please return completed forms by 3.20pm on Monday 11<sup>th</sup> September**



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# Paperwork

- Once we have collated all of the volunteer information, we will confirm which class(es) you will be working with – this will happen by the end of next week
- Please note, it is unlikely that you will be working with your child/children's class
- Please keep your copy of the Safeguarding leaflet handy, as it contains lots of useful information



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# Any Questions?





**A final note...**

**THANK  
YOU!**

