

## SUPPORT FOR YOU

We believe that people make the difference and we will try to make your experience in school positive.

If you have a problem, please talk to your class teacher or other members of staff assigned to support you. If you are still concerned, please refer to a Deputy Head or the Headteacher.

**Finally, thank you for your help – it is very much valued!**



### Hillside First School

Hillside Road  
Verwood  
Dorset BH31 7HE



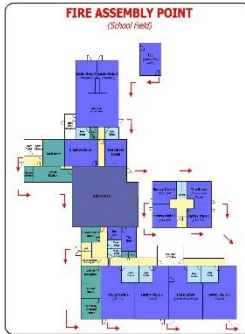
### Fire action

#### ON DISCOVERING A FIRE

1. Sound the alarm.
2. Dial 999 to call the fire and rescue service.

#### ON HEARING THE ALARM

3. Leave the building by the nearest available exit.
4. Close all doors behind you.
5. Proceed to the assembly point and await further instructions.



6. Do not take risks.
7. Do not stop to collect personal belongings.
8. Do not return to the building for any reason until authorised to do so.



**Fire Wardens**

Mr Graves  
Mrs Pain  
Mrs Jones  
Mrs Sait

**First Aiders**

Mrs Morrell - Lead First Aid  
Mrs Rogers - Paediatric First Aid  
Mrs Thomas - Paediatric First Aid

Emergency First Aid at Work

Mrs Aedy	Miss Osmond
Mrs Davis	Mrs Monger
Mrs Harris	Mrs Sait
Mrs Jones	Mrs Ward

Reception EYFS	
<p><b>Little Owls 1</b> Mrs Mills</p>	<p><b>Little Owls 2</b> Mrs Davis</p>

Year 1 and Year 2 KS1		
<p><b>Tawny Owls 1</b> (Year 1) Miss Zachariades</p>	<p><b>Tawny Owls 2</b> (Year 2) Mrs Pain</p>	<p><b>Tawny Owls 3</b> (Year 2) Mrs Childs</p>

Year 3 and Year 4 mixed classes KS2		
<p><b>Snowy Owls 1</b> Mrs Drummond</p>	<p><b>Snowy Owls 2</b> Mr West</p>	<p><b>Snowy Owls 3</b> Mrs Andrews</p>



## Hillside First School

'where children are at the heart of everything we do'

# Welcome to our volunteers

Hillside First School is a school where there are high expectations of excellence, where all individuals are valued, achievements celebrated and where children are happy and safe. As a proud *Rights Respecting School*, we believe the rights of each child to be front and centre in all we do.

Tel: 01202 822737  
[www.hillsidefirstschool.org](http://www.hillsidefirstschool.org)  
[office@hillsidefirstschool.org](mailto:office@hillsidefirstschool.org)

Hillside First School is committed to the safeguarding and welfare of children and expects all staff and volunteers to share this commitment.



Respect ~ Ambition ~ Perseverance

## **THANK YOU**

Thank you for your help. We appreciate the contribution you make to our school. To keep all our children safe DBS checks are carried out to identify whether or not individuals working with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm. These checks are done to protect the children and also to protect the individuals themselves. However, for some volunteer activities there may be no need for a criminal record check at all.

Where there is substantial or unsupervised access to children then there is a requirement for these individuals to be checked. At the office you are requested to sign in on entry and collect a badge. This should be handed back at the end of your visit and you should sign out. If you are unable to attend your session, please inform the office as soon as possible on 01202 822737.

## **CHILD PROTECTION POLICY**

The policy will be made available for you to read. Mr Graves, Mrs Pain and Mrs Harris are the Designated Safeguarding team should you have any concerns you wish to raise about information that children share with you. Volunteers are not permitted to record or photograph children. Mobile phones should not be used whilst volunteering.

## **CONFIDENTIALITY**

Volunteers in school are bound by a code of confidentiality. Adult Helpers may, in the course of their role, be made aware of or become aware of confidential issues/details about pupils or staff. Such information must be maintained as confidential and is not to be discussed with third parties.

Any concerns that volunteers have about the children they work with or come into contact with should be shared with the class teacher or Headteacher, and not with the parents of the child or other persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. When volunteers are working in school they may also hear information regarding a

child's family or home situation, which must again be treated as strictly confidential. If questions are directed at volunteers away from school by parents, they should always be referred back to the class teacher or Headteacher. Volunteers who are concerned about anything another adult in the school does or says should also raise the matter with the Headteacher or Deputy Headteacher.

## **FIRST AID/SAFETY**

Should a child need first aid or is feeling ill, please report immediately to the class teacher or teaching assistant. If you injure yourself, please report this to the office.

## **FIRE PRACTICES**

In the event of an emergency evacuation you will hear a continuous bell; this means the building must be evacuated by the nearest exit. The assembly point is on the lower field. Please consult the evacuation routes on your first visit. Should you be working with a group of children, please take responsibility for escorting them safely and quietly through the nearest exit and assemble on the field with their class.

## **HEALTH & SAFETY POLICY**

As a visitor to the school you are required to take reasonable care of your own health and safety and the safety of others who may be affected by your actions.

## **ALLERGIES**

Hillside First School is an 'allergen aware' school as we have a number of children with allergies. We ask that nut-based products are not bought into school.

## **BEHAVIOUR POLICY**

### **Our approach**

Consistent language and consistent response: simple and clear expectations reflected in all conversations about behaviour.

Consistent positive reinforcement: routine procedures for reinforcing, encouraging and celebrating.

Consistent expectations: referencing, promoting appropriate behaviour.

Consistent respect from the adults: even in the face of disrespectful learners.

Consistent models of emotional control: emotional restraint that is modelled and not just taught, adults as role models for learning.

Consistently reinforced rituals and routines for behaviour around the site: in classrooms, around the site and at the school reception.

Consistent environment: code of conduct evident, core values.

This is based on emphasising the positive and raising self-esteem. Consistency of approach is essential. It is not a volunteer's role to discipline children. Children should treat you with respect. Please consult your class teacher if you have difficulties. Independence is encouraged with our children at all times. On no account should children be restrained.

## **DRESS CODE**

The dress code is smart, casual (no jeans, revealing tops or trainers and no excessive jewellery please). Trainers are required for PE lessons.

## **YOUR COMFORT**

Toilet facilities are available next to the school office. Volunteers should not use children's toilets or play areas.

## **WORKING WITH CHILDREN**

Your class teacher will instruct you about the learning objective of your activity. If you are unsure about an activity, please seek clarification from the class teacher. Children should be encouraged to contribute to discussions and to listen co-operatively to each other. Tasks may involve you in recording or making notes or observations. You will not be involved in marking work.

## **SHARING BOOKS**

We love reading at Hillside! Enjoying books with an adult plays an important part in the process of reading. Talking about the content and context is important in helping children to make sense of their reading and leads to comprehension. It may be necessary to re-read a complete sentence or discuss a word they have not encountered before. Fluency is encouraged with expression. Don't be afraid of repeating or modelling the way to read a sentence. Ask the children what they enjoyed about the book and value the whole reading experience.