

Guidance for Parent Readers

Thank you very much for your interest in volunteering to read with children in school. We value your support and believe that parents play a vital role in supporting and enriching the children's education. The purpose of this additional one-to-one reading session is to give the children further opportunities to practise their reading and comprehension skills with an adult as we have found that this can make a real difference to their progress and achievement. We have written the following guidance to give you the information that you may need and hope you find it useful.

Timings

In general, we invite parents into school from 9.00am - 9.30am once a week. You may be in your child's class or in another class.

Before you start volunteering, please meet with the class teacher to arrange which day you will be in school and for them to let you know which children you will be reading with and how you can best help them.

Signing In

For safety reasons it is important that we know who is in the school and where they are, so please ensure that you sign in at the office and obtain a visitors' badge when you arrive and that you sign out when you leave.

Health & Safety

The school has a Health and Safety Policy available on the school website. In the event of a fire alarm, please take the child you are supporting to the playground via the nearest available exit.

Mobile Phones

Please do not use your mobile phone in school.

Children's Behaviour

All children at Kew Riverside are expected to follow the school's Golden Rules which are displayed in every class. If you are concerned about the behaviour of any child that you observe during your time in school, please speak to the class teacher or another member of staff rather than deal directly with the child yourself.

Confidentiality

While in school you may become aware of information that is private to a child or their family. It is very important that you treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter for the school. Please do not share anything about specific children with friends or family or with a child's parents as this can lead to misunderstandings. The teachers here have the responsibility of informing parents of any concerns about a child.

Physical Contact

Under current safeguarding procedures adults are not permitted to have physical contact with the children and your sensitivity in this respect would be appreciated.

Child Protection

If you have any concerns about a child's safety or welfare, or a child discloses something of a sensitive nature to you, it is vital that you report it immediately to Sonia, Nell or Michael.

Queries

If you have any queries about reading with the children, please make an appointment to speak to the class teacher.

Disclosure & Barring Service (DBS)

In order to ensure that we provide a safe environment for the children in our care it is a legal requirement that all adults working in school need to have an up-to-date Disclosure and Barring Service check. If you do not have one, please pick up a form in the office.

Stopping volunteering

If you need to stop volunteering at any time, please speak to the class teacher.

If you would like to discuss any of the points outlined above, please make an appointment to speak to Sonia.

PARENT READERS' AGREEMENT

I have read and agree to the above guidance:

Signed: _____ Parent

Child _____ Class

Once again, we really do appreciate your help and support in volunteering – Thank you.