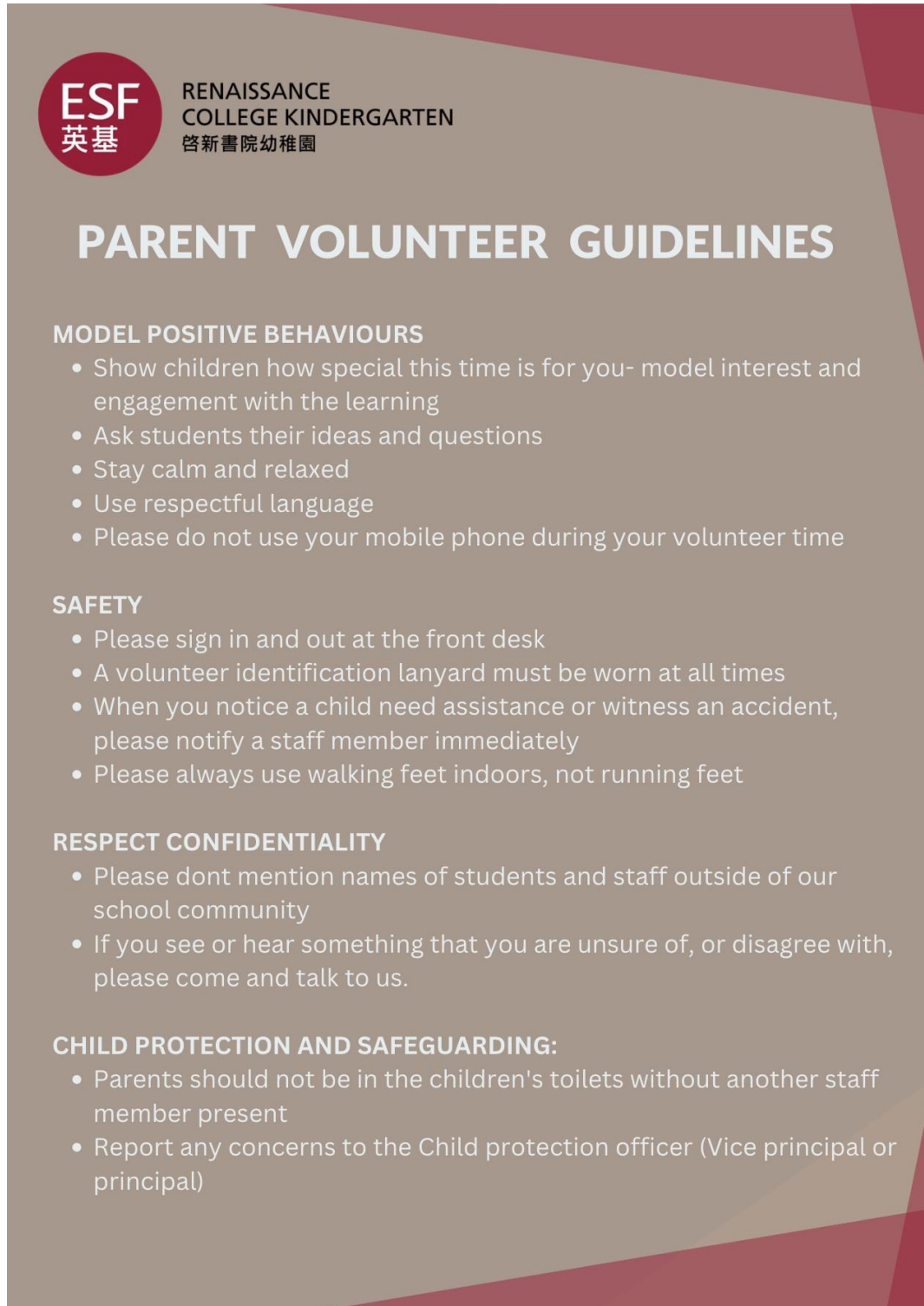


Adult Volunteer Guidance

Parents and carers are a child's most important teachers and caregivers. Volunteers have a significant role to play in any school setting. They bring expertise, enthusiasm and fresh faces to the programme. We understand that time is valuable to parents and carers, so we appreciate your input and participation.

When working within the school setting, please be mindful that you are agreeing to follow the below principles:



ESF RENAISSANCE
COLLEGE KINDERGARTEN
啓新書院幼稚園

PARENT VOLUNTEER GUIDELINES

MODEL POSITIVE BEHAVIOURS

- Show children how special this time is for you- model interest and engagement with the learning
- Ask students their ideas and questions
- Stay calm and relaxed
- Use respectful language
- Please do not use your mobile phone during your volunteer time

SAFETY

- Please sign in and out at the front desk
- A volunteer identification lanyard must be worn at all times
- When you notice a child need assistance or witness an accident, please notify a staff member immediately
- Please always use walking feet indoors, not running feet

RESPECT CONFIDENTIALITY

- Please don't mention names of students and staff outside of our school community
- If you see or hear something that you are unsure of, or disagree with, please come and talk to us.

CHILD PROTECTION AND SAFEGUARDING:

- Parents should not be in the children's toilets without another staff member present
- Report any concerns to the Child protection officer (Vice principal or principal)

SAFETY

- Sign in at the school office on arrival & Sign out before leaving
- Volunteer identification lanyards must be worn
- Ensure you are aware of the emergency/evacuation procedures and assist with these procedures if required. A staff member will guide you as needed.
- Do not enter the children's toilets or toilet tent or stand near the toilet door
- Remain visible at all times when working with children
- Inform a staff member *immediately* when you notice a child in need of assistance or if you have witnessed an incident (respect confidentiality)
- If confronted with a situation you are unable to handle, please seek a staff member for assistance

SAFEGUARDING & CHILD PROTECTION

- All adults are responsible for upholding the rights of children and working together to protect them and promote their welfare
- Follow procedures set out in the ESF Child Protection and Safeguarding Policy and work with other agencies as necessary to provide what is best for the child
- Report any concerns to the Child Protection Officer (Nicole Grevis-James) or The learning coordinator (Fiona Hall).
- You should not be in the children's toilets without another staff member present.

RESPECT

- Treat students and staff with respect
- Respect the beliefs, cultures and opinions of others even if you disagree
- As a volunteer you may observe children struggling with set tasks, being upset, displaying certain behaviors or have access to other information concerning children. Volunteers must not share any of this information apart from with an appropriate member of staff
- **Confidentiality is key**

SUPPORT

- Follow the procedures and practices of the school and if you disagree with something, talk to the Principal first
- Take instruction from staff members. All volunteers in class work under the supervision of a member of staff. Teachers retain responsibility for children at all times
- Volunteers will be given clear guidelines from the teacher as to how a learning engagement is carried out/what the expected learning outcome is. Support all children in class, not just your own
- We encourage children to try everything themselves before help is offered

ETHICAL COMMUNICATION

- Use appropriate communication skills
- Be aware of children's body space and physical contact issues
- Stay calm and relaxed
- Use non-judgmental, respectful language
- Please do not talk to the media about the school, refer enquiries to the office

ETHICAL CONDUCT

- Please don't smoke anywhere on school premises
- Please don't possess, use or be under the influence of alcohol or illegal drugs on school premises
- Please don't harass or abuse any person or use profanity on school premises
- Please refrain from using your mobile phones when volunteering
- Due to confidentiality and privacy, staff have a responsibility to protect the privacy of children, families and their work colleagues. Any photographs taken by parents (or other family members) within the kindergarten should be of your child only and not of other children or staff members. These photographs should be for private or personal use, and not shared in a public forum.

Volunteers should note:

- If your child reacts negatively to your being here as a volunteer, don't take it to heart, but it may be necessary for you to either volunteer on the other floor or postpone your participation.
- Remember it is not the best time to try and have a parent-teacher conference! If you need to discuss your child in-depth, please make an appointment.
- Remember that your visit is special to the students- please be engaged with their learning rather than with other parent volunteers.
- If you need help with signing up or would like to change your parent volunteer booking, please contact the Admin team to help you with this.

If you have any questions regarding the above principles, please don't hesitate to contact us at the school.



Safe



Kind



Happy



Learning



Engaged

Thank you for your cooperation and participation.