

Welcome to John Hampden Primary School

Volunteers Handbook 2025/26



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1. Welcome

Our school is friendly and caring and committed to excellence in learning. We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the pupils, the greater their achievement will be. We are classified with 'community school' status.

Working closely with parents, we want all children to develop their full potential and to acquire knowledge, understanding and skills in a wide variety of subjects and activities. We also trust that they will find enjoyment and satisfaction in learning and working with other children and adults.

We are proud to be associated with Civil War hero John Hampden, a man of great integrity. His family motto was 'Vestigia Nulla Retrorsum', which means 'Never a step backwards'. We aim to ensure our children will live to the spirit of these words and develop the attitudes and aptitudes to meet the challenges of their future.

2. Our commitment to you

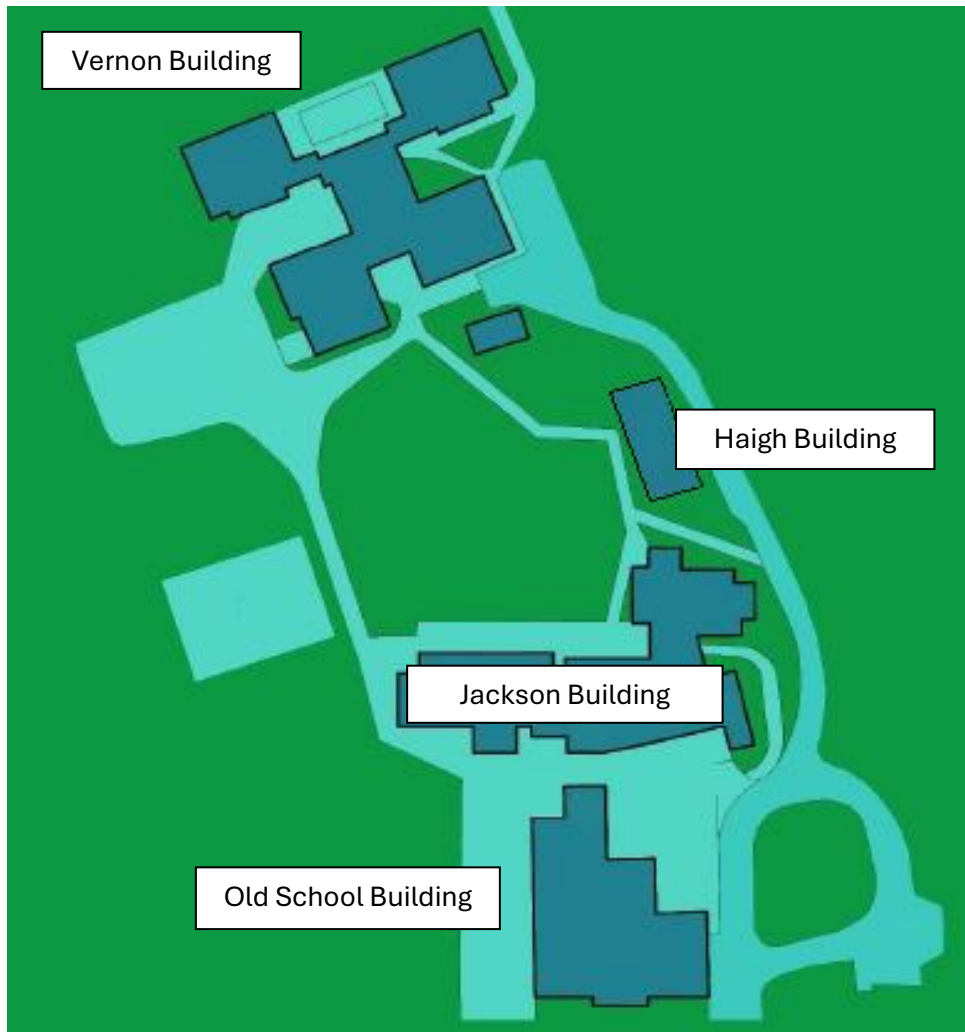
As one of our valued volunteers, we are committed to giving you the following:

- A friendly and supportive environment;
- Enthusiastic and cooperative children;
- A staff member to support you in your volunteering (usually the teacher you are supporting);
- Recognition for the work that you do at our school.

3. Your commitment to us

We are well aware that your time and energies are given freely and willingly. Most volunteers work in school at a set time each week, and if you can commit to this for at least half a term, we would find this helpful. However, we do not insist that you commit to working for a fixed or indefinite period of time, or give notice when you wish to stop volunteering at John Hampden. However, we do ask that you agree to and abide by the guidance found in this handbook and the accompanying policy. We would also ask that you let us know if you have made an arrangement that you later find you cannot keep. Your work is valuable to the school and your link staff member may have been counting on you to help with an activity. Just give us a call as soon as you know you cannot come. In addition, when you do wish to cease volunteering, please let the school know.

4. The School Site



Vernon Building

Nursery
Reception
Year 1
SENDCo Office
Family Liaison Office
Haigh Building
Year 2

Jackson Building

Year 3
Year 4
Headteacher's Office
Library
Staff Room
Jackson Hall

Old School House

School Office
Deputy Heads Office
ELSA Room
School Kitchen

5. Key Contacts

If you are supporting a particular teacher in class then they will be your main point of contact for the first few weeks as you settle into your volunteering and will provide you as much support as you need to get started. While you are volunteering at John Hampden, your other contacts will be:

- The Executive Headteacher
- The School Business Manager
- The PA to Headteacher

6. Signing in and out

All visitors to school are required to sign in and out at the school office. The office is located in the Old School House.

As a volunteer, when you sign in you will be given a visitor badge that should be worn around your neck, clearly visible. The badge should be worn for the duration of your visit.

Children are taught to recognise this badge, and to tell a member of staff if they see someone wandering around school without one.

You must sign out whenever you leave the site, even if this is for a break, and sign back in upon your return. This is important in the event of a fire.

7. Where can I...?

This section is designed to answer some of the common questions.

Where can I park?

Unfortunately, space is limited. The front and rear car parks are for school staff and official visitors only, so you can park here if there is space. The school actively encourages staff, volunteers and visitors, where possible, to walk, cycle or car share. If you choose to cycle, bikes can be parked in the bike racks situated around the school site.

Where can I leave my belongings?

It's not a good idea to bring too many personal belongings and valuables to school with you. However, the teacher you are supporting will let you know where you can leave your coat and bag, etc.

Where can I work?

The teacher with whom you are working with will give you a suitable space to work in.

Where can I go?

Most of the time, you will be working in a classroom or shared space. If you need to visit other classrooms (for example, to collect children for reading), please be as discreet as possible while lessons are taking place. At break times we want you to feel relaxed and comfortable and therefore you are welcome to use the staff room for somewhere to sit. There are tea and coffee making facilities in here, so make yourself a drink.

Where can I go to the toilet?

Adult toilets are located in the Vernon building, staff room and Old School House. If you are unsure where to find them, please ask a member of staff.

8. Working with children

Whether you have previous experience of working with children or not, here are some guidelines to help you be successful in your voluntary work at John Hampden:

- Be friendly and encouraging with the children, especially when working with them for the first time. Expect them to be a little nervous – introduce yourself and explain that you are here to help them with their reading/learning, etc.
- Remember that though we need to be friendly, we are not making friendships, and it is important that the children give the same amount of respect as other adults in the school. Expect children to use your 'grown up' name, e.g. Mrs Smith.
- Our children are usually enthusiastic and cooperative. You are not responsible for managing their behaviour beyond making a reasonable attempt to help the child focus on their task. Be positive and clear in your explanations and remember you are not there to negotiate about what the children have to do.
- If a child is overly enthusiastic and silly, ask them politely to settle down to help them and others concentrate. If a child is not engaging at all with their work, remind them of the purpose of the activity and that you are there to help them.
- If your reasonable attempts to help the child engage with their task are not working, use a final reminder, e.g. 'If you can't settle down you will have to go back to see your teacher.'
- The children know you are not a teacher, so don't feel embarrassed or disappointed if you need to seek extra support. It's better not to march the child into the classroom and explain in front of all the other children what they were doing wrong! Simply ask the child to return to class and explain to their teacher why they have been sent back. You should check later on that they did so.
- When you have finished working with a child it is good to reflect on how the activity has gone. Praise the children when they have done well with their learning and attitude; when they haven't use phrases like 'Next week you should think about...' and 'I think it would help your learning if...' rather than telling the children off.
- Remember that the children are always watching – it's good to let them see you interacting respectfully and cooperatively with other adults in the school.

For more information you can read the school's behaviour policy. If you are apprehensive about this area, the best advice is to speak with the class teacher or other adults working with children. If you feel it just isn't working with a particular child or group, don't be ashamed to let someone know.

9. Healthy and Safety

You must comply with the school's health and safety policy (available on the school's website), observing any specific requirements whilst volunteering. Do not take part in, or ask anyone else to take part in, any action that might cause you or another person to be put at risk of injury or harm. You should always advise a member of staff of any potential hazard or situation that you feel puts people at risk. They will then report this as necessary.

Fire Safety & Fire Drill

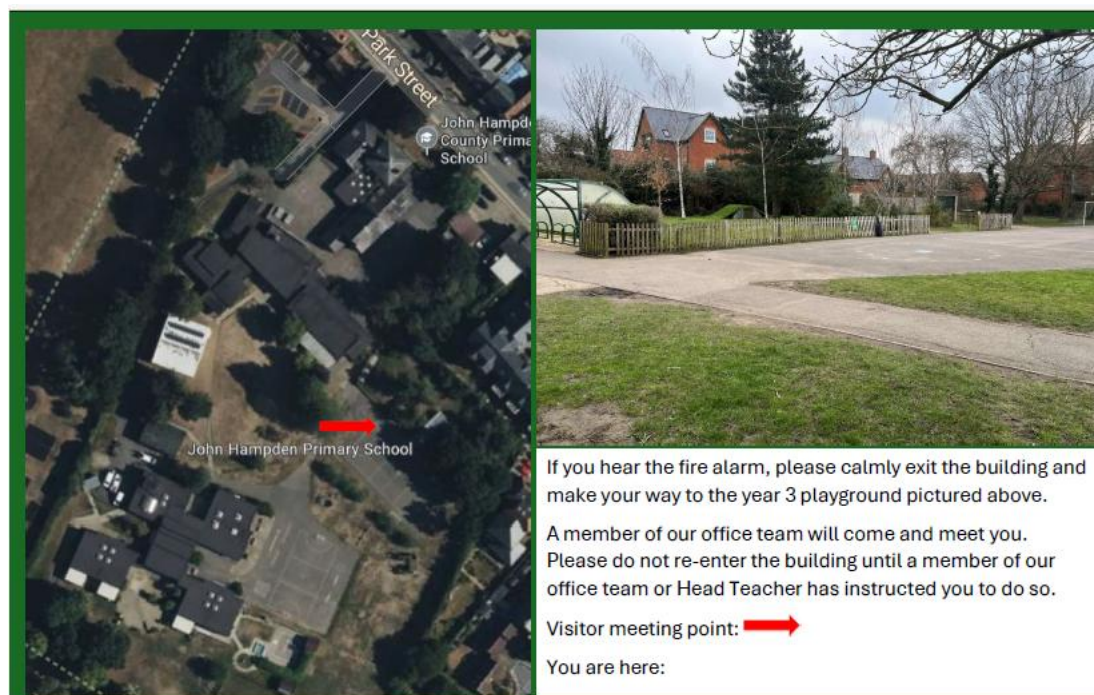
The Vernon classrooms and Jackson Building use a break in case of a fire alarm, therefore if you see a fire you must break the glass on the alarms by the fire exits.

Each classroom has a notice with information about fire procedure.

The fire alarm is a continuous ringing of an electric bell or the repeated ringing of a hand bell. If the fire alarm sounds then staff, children and visitors should evacuate the buildings through their nearest fire exit.

If you are working with a child, you should leave the building through the nearest fire exit and take the child to join their class line. Foundation Stage children should assemble in the Foundation Stage Garden in their class lines by the wooden gate leading to the sports field. KS1 children assemble in their class lines on the KS1 playground. KS2 children assemble in their class lines on the KS2 playground.

You must then meet our Receptionist by the visitor are on the year 3 playground so they can check you off the visitor register. A larger image of the below can be found in the school office.



Lockdown Alarm

A continuous alarm will be sounded for 2 minutes (this will sound like longer beeps and a lot different from the fire alarm). This indicates a security alert, and you should then keep all children **inside** the classroom with you. If you are in the classroom a teacher or Teaching Assistant will take charge of the room. If you are on your own during a security alert you should remain out of sight, shut windows or blinds and lock doors, and all devices should be switched to silent. At the end of the alarm you should remain in your classroom until a member of the office staff inform you it is safe to return to work.

First Aid

If a child is injured or has an accident, please find a member of staff, many of our staff are trained and so one should always be close by. A list of first aiders can be found by each fire exit.

10. Child Protection and Safeguarding

Volunteers will have contact with children and therefore are particularly well placed to observe outward signs of abuse or neglect. As a volunteer you are obliged, where necessary, to inform the school of any concerns which may arise.

The following staff are the Designated Leads for the school and have received specific training to deal with Child Protection issues:

Designated Safeguarding Leads at John Hampden Primary School

				
Luci Watson SEND and Inclusions Lead (Mon-Thur)	Paul Hankey, Executive Headteacher	Laura Craig, Deputy Headteacher (Mon-Thur)	Sarah Roberts, Family Link Worker	Corrina Hutchings PA to Headteacher

As a volunteer you are required to read our statutory policies and sign to say that they have been read and understood. You must also attend our mandatory safeguarding training and complete prevent online.

If you are in any doubt about the safety of a child, immediately tell the class teacher or one of the Designated Leads.

11. Checks

All volunteers who are with our children must hold a DBS certificate through John Hampden. Further details on applying for a check, including what ID we need to see can be found on the below link.

[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK](#)

Please bring your ID into the school office, once seen our Business Manager can start the DBS process for you.

We may also ask for references.

12. Safe Practice

When volunteering in school, always follow these simple steps:

- only work in public areas such as classrooms and corridors;
- try to work close to where other volunteers or staff members are working;
- avoid any physical contact with the children;
- try to ensure that your conversation with children is friendly but not over-familiar;
- never accompany children into the toilets.

13. Confidentiality

The information we hold about you and your volunteering is confidential, and as such, will not be shared with any third parties without your consent. We ask that you respect the confidentiality of staff and pupils at John Hampden Primary School by not discussing things you have seen and heard while volunteering, especially when sensitive information about pupils is involved. We have a confidentiality policy which you can read, if you require more information. We also expect all volunteers to sign our confidentiality agreement.

14. Conclusion

We hope this document provides you with all you need to know becoming a volunteer at John Hampden Primary School. If there is something we have overlooked, please let us know by speaking to a member of staff.

Remember that there are other sources of information on the school website.

We look forward to working with you and hope that you find school life enjoyable and rewarding.

