

Volunteer Training

Thank you for your interest in volunteering at the Barkhamsted School. Your work as a school volunteer makes it possible for all students to reach their potential, allows us to hold large school events, and creates a positive school climate.

It is important for the safety and security of the staff and students that procedures, responsibilities, and confidentiality are followed at all times. Failure to do so may result in a temporary or permanent suspension of volunteer opportunities.

If you are interested in volunteering in a specific classroom or for a specific event, please contact the teacher or event coordinator to let them know. Volunteer opportunities are also regularly posted in either the classroom teacher's update or the school newsletter.

In order to volunteer at the school, please read through the information below. Then click on the Google Form link and complete the survey.

Examples of Volunteer Opportunities

- Field Trips
- Classroom volunteers
- Classroom celebrations
- Health and Wellness Day
- Preparing for the Art Show
- PTO events (Winter Wonderland, Book Fairs, etc...)
- Field Day
- Kids Heart Challenge
- Book Fair

Sign-In/Out Procedures

When coming to the school to volunteer please remember the following procedures:

- Park in the back parking lot and walk around the front to the school's main entrance.
- Ring the bell and let the office staff know who you are, why you are at the building and who you are working with.
- **Sign in at that main entrance to receive a visitor badge.**
- Your visitor badge should be visible and worn at all times. If it is not, staff members may question your presence in the building and request that you return to the office.
- After your volunteer duties are complete, please return to the main entrance to sign out and return your visitor badge.

Responsibilities

- Know and observe all regulations and procedures in the school (i.e. fire drills, lockdowns, etc).

- Follow the direction that the teacher gives you for the activity or event.
- Be a positive role model for children.
- Discuss any problems or concerns you may have with the teacher or adult who is leading the activity or event.
- The teacher is responsible for any behavioral issues that arise.
- Notify the teacher if a student confides sensitive or concerning personal information. As a volunteer in the school, **you are required to report any suspicions you may have about child abuse or neglect.**

Emergency Situations

- If you happen to be at the school during a fire drill, lock down, medical emergency, or any other emergency situation or drill, please follow the lead of the school employee with the emergency plan.
- There are safety and security procedures in place that must be followed. The school employee will give direction to you and the students.
- There are also communication procedures that the school has in place during emergency situations. The school administration will notify the community of the emergency situation as soon as possible and/or when the situation has been resolved or it is safe to do so. Any outside communication could hinder accurate information to the community and create a panic. Therefore, *we ask that visitors and volunteers do not use social media to publicize emergency situations at the school.*

Confidentiality

- As a volunteer you may be exposed to personal, educational or medical information about staff or students. Volunteers can not share this information with anyone outside of school. Failure to adhere to this policy will result in an immediate dismissal of volunteer privileges.
- Confidentiality includes a child's work and behavior in school and should not be shared outside of school.
- Photos with children cannot be taken on field trips, in the classroom or at school.

Safety & Liability

- When working with a student or group of students, you should be in a public area of the school.
- Avoid physical contact with students such as hugs. High fives and fist bumps are a great way to show praise instead.
- Do not share your personal contact information with students.
- If you ever see signs of child abuse or neglect, (i.e. signs of injury, child appears to be uncomfortable or fearful when talking about injury, etc.), you are required to alert the teacher. They will notify the principal or school psychologist.

Tips

- Names are important. Know the names of the students you are working with and how to pronounce their names correctly.
- Remember our students come from many different cultures and family dynamics and may have different views and/or perspectives.
- Encourage and support student successes. At the Barkhamsted School we encourage a growth mindset where we honor risk taking and “great” mistakes as learning opportunities for brain growth.
- Have fun and be positive.
- If you must be absent, please call the school. The office staff will notify the teacher that you are not going to be able to attend that day’s activities.

Please click on the link below to complete the Volunteer Application. This is a required step in order to volunteer at the school.

https://docs.google.com/forms/d/e/1FAIpQLSdbor3M3xoE46YLNBLqnUhX_5a0V42eOOLkL6xUssFqU7tLpw/viewform?usp=sharing&ouid=114954916296880703075

Thank you for volunteering, your efforts are greatly appreciated.

2026 - 2027 School Year