



Guide for Volunteers

KJV Community Children's Choir

Registered Charity No: 1198653

Thank you for offering to help at KJV rehearsals. Your assistance is invaluable, providing one of the central components of keeping the children safe as you are able to concentrate on the welfare of the children, leaving the staff to have their full attention on teaching.

Ideally three volunteers are present at each rehearsal - one in the main hall with Lyn, another with Rebecca and the Roos and a third to be placed as necessary, though often in the main hall. One volunteer is required for each of The Robins, The Chameleons and Youth Choir.

It is the duty of the volunteers to:

- Sign the children in and out of the rehearsal (with guidance from the administrator).
- Monitor the movement of children in and out of the room, e.g. to use the toilet facilities
- Help with any minor incidents, e.g. spillages
- Assist with First Aid as detailed below
- Provide assistance in emergencies such as evacuation or the location of missing children

Many of our procedures are an evolving process, but this document provides a framework of guidelines to help the rehearsals to run smoothly. It will be reviewed at least annually, but interim updates may be given by KJV staff when needed.

Registration

Arrival

- At least one parent helper/volunteer is asked to be at the main gate 10 minutes before the rehearsal to welcome and register children
- Parents should not be allowed on site unless they are DBS-checked helpers or otherwise permitted to, e.g. due to children with reduced mobility. Volunteers may apply for a car parking pass which may be used when they are on duty. Contact Lyn with your details.
- Children should walk from the main gate to the hall following the pathway alongside the playing field (new starters should be shown the way by another KJV child or a parent helper)

Departure

- One parent helper will walk the children down to the main gate
- Children are signed out **only when they can see the person who is collecting them**
- Older Robins/Chameleons who are allowed to leave on their own will be highlighted on the register
- Any children who are still waiting for their parents or guardians after 15 minutes will have their parents or guardians phoned and Lyn will advise on what next steps are to be taken.

The Administrator, Lyn and Rebecca have access to emergency contact lists. No adult should be left alone with the child and so you may be required to wait with Lyn or another staff member.

During rehearsal

The children are encouraged to help each other and the staff during rehearsal (e.g. handing music out, putting out chairs) and so the main duty for parent helpers is to:

- Monitor any movement of children in or out of the room. Children should only leave the room in order to use the toilet, and a volunteer should check on them if they are absent for longer than expected.
- Help any children with reduced mobility or other conditions
- Help guide the Roos calmly and quietly to their rehearsal room
- Deal with any arising issues, e.g. spillages
- Help during emergencies as detailed below
- Assist with spare music allocation

First Aid

A First Aid kit is available in the main hall (ask Lyn).

Some staff and parent helpers have First Aid training, but that cannot be guaranteed at any particular rehearsal. When an accident or illness occurs, the staff and parent helpers should work as a team to:

- Administer any necessary First Aid (ideally from a trained First Aider, but otherwise whoever is most comfortable at doing this)
- Keep the other children safe, calm and reassured
- Check the child's medical record to see whether they may have personal medical equipment for a known condition (e.g. epi-pen, inhaler). Lyn & Rebecca have access to medical information.
- Call for an ambulance, if necessary
- Contact the parents or guardians (or any other emergency contact), if necessary

Evacuation

In the event of an evacuation the staff and parent helpers must work together to:

- Instruct and/or accompany all people to exit the building using the relevant escape route
- Help any child with reduced mobility to exit the building safely
- Collect the registers and a pen. Lyn & Rebecca will have emergency contact numbers.
- If safe to do so, Lyn or Jan will check the toilets and other areas to ensure all children are out of the building
- Guide all to walk calmly to the muster point on the playing field where the children will line up as Roos/Kangas/Robins/Chameleons/Youth Choir. (meet at the start of the main grassed area)
- Take the register/s
- In the event that someone is missing, search for them, but only if it is safe to do so

- Call the emergency services if school staff have not already done so.
- Wait for boarding house staff or fire brigade to notify KJV if/when it is safe to return.

Missing child

The main opportunity children have to go missing during rehearsal is by leaving the room to use the toilet facilities, which is why movements in and out of the room should be monitored. If a child is absent for longer than expected the parent helpers should:

- Go to check on them
- Inform the staff members if the child cannot be found
- Help to organise a search for the child, including one parent helper to walk down to main gate
- Keep the remaining children safe and reassured
- Contact the parents or guardians

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