

## Recess Volunteer Guidelines

**Volunteering at recess is a time to support the staff with providing a safe and fun environment. Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.**

**To support you in the role of recess volunteer, we are providing you with the following guidelines:**

Sign in at the office and get a visitor sticker and log your time in the volunteer log book. Once you have signed in go directly to the playground. The recess schedule is:

Kindergarten/Grade 1 – 12:00-12:30 p.m.

Grades 2 and 3 – 12:30–1:00 p.m.

Grades 4 and 5 – 1:00–1:30 p.m.

After recess, please sign out at the front office.

### Tips:

- Spread out and be the eyes and ears.
- Trips to the bathroom require a pass. Students are to have a buddy with them. No more than 4 children can go at one time.
- Direct injuries to the paraeducator. If a child is bleeding, do not touch the injured area; get the attention of the paraeducator while you stay with the child. If a child hits his/her head, he/she is to be sent to the nurse. Inform the paraeducator immediately so that he/she can call into the building for assistance or to notify the health room that a student is being sent in for medical attention.

**Note: If you aren't able to leave the area to get the paraeducator, send a student to get the paraeducator to come to you.**

- If a child needs to be physically removed from the playground, inform the paraeducator so that he/she can call the office for assistance. Do not lift the student.
- Encourage children to include others in their play.
- Use proximity if you observe that an interaction between students is not heading in the right direction. Sometimes children just need to know that an adult is watching.
- When giving direction to foster positive behaviors, use a firm and confident tone, but do not yell at the child. Facilitate problem resolution; encourage and model constructive and respectful behavior.
- Sample prompts: What happened? How did it make you feel when...? How did \_\_\_\_ feel when you \_\_\_\_ to him?
- Remember that if you have questions/concerns about how to support a student, they are to be directed to the staff. For confidentiality purposes, student behaviors are not open for discussion.

**Have fun! The children and paraeducators are excited to have you here.**