Guidance for Volunteers in School

Introduction

Thank you for offering your time and services to the school. Your help and support is appreciated and valued by staff and pupils.

Security

When you arrive at school, please sign in at the office where you will be issued with a visitor’s badge. Please return your badge and sign out when you leave school.

Health and Safety

The school has a Health and Safety policy and this is available to all volunteers on request. In the event of fire, evacuation procedures are displayed in the classrooms and in prominent positions around the school. Please make yourself familiar with these. In the case of a fire or fire drill the meeting point is the playground.

First Aid

In the event of an emergency please alert the nearest member of staff who will find an appropriately trained first aider.

When you are in school

Children are expected to treat all adults in school with respect. Please expect and accept only the highest standards of behaviour from pupils.

Working in school

You will work under the direction of the class teacher. If you are working on a one to one basis with a child you will always be based in the area outside of the classroom. You will never be required to accompany a child to the toilet or to assist with their personal care.

Trips

There will always be at least one member of school staff on any visit. You may need to familiarise yourself with any relevant risk assessments for the activity.

Child Protection

If you see, are told, or overhear something that causes you concern please speak to the class teacher in the first instance. The Safeguarding policy is available to all volunteers on request.

Confidentiality

All adults in school, including volunteers, are bound by a clause of confidentiality.

Please treat anything you see or hear in school in total confidence.

If asked by parents for information, please ask them to contact the class teacher, or the Head Teacher.

Volunteer Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr/Mrs/Miss/Ms\* Delete as appropriate | Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Forename |  | Surname |  |

|  |  |
| --- | --- |
| Address |  |
|  |  |
|  |  |
|  |  |
| Email Address |  |
| Contact Number/s |  |
|  |  |
| Emergency Contact – Name and contact number |  |

Please provide details of two people who have agreed to provide a reference for you:

|  |  |  |
| --- | --- | --- |
| Referee 1 | Name: |  |
|  | Address: |  |
|  | Contact number: |  |
|  | Email Address: |  |
|  | How do they know you? |  |

|  |  |  |
| --- | --- | --- |
| Referee 2 | Name: |  |
|  | Address: |  |
|  | Contact number: |  |
|  | Email Address: |  |
|  | How do they know you? |  |

I confirm that I have read and understand the Guidance for volunteers.

I agree to treat any information that I am told or observe during my time in school with total confidentiality.

I understand that I may be required to undergo a Disclosure and Barring Service (DBS) check.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |