

**INFORMATION FOR VOLUNTEERS:**

* Timings of the day: 8.30-3.30 – 8.00am on first day
* DBS certificate to be handed in to office on arrival day 1 (over 18’s)
* Photo ID to be handed in to office on arrival day 1
* Dress appropriately for the workplace - no jeans or cropped tops
* No mobile phones to be used on the school premises – either for phone calls, social media, text messaging or photographs
* No chewing of gum
* Maintain confidentiality
* If you see or hear anything that causes you a concern, please inform the class teacher.
* Inform class teacher if you need to complete any specific tasks (don’t leave until the last day!)
* PLEASE NOTE: We are a nut free and garlic free school.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_