



Volunteers Working in Our School—Need to knows



Before you start:

Please speak to the office staff about how you want to support the school.

Mrs Stabb will then ask you to complete a DBS form, this will then need to be brought into school along with the relevant documentation for the office to take a copy of.

A day and time and the nature of your support will be agreed.

First aid:

If a child you are working with needs first aid please take them to the school office and seek advice.

Arrival:

Please sign in at the office and ensure you wear your volunteers badge at all times

The office staff will show you to the learning space you will be based in. They will also provide with a list of the children you will be working with and advise you on how to collect the children.

Safeguarding:

If a child you are working with speaks to you or behaves in a way that causes you concern please record your concerns and speak to a member of staff immediately.

Fire bell:

Take some time to familiarise yourself with the fire evacuation route for the room you are in.

If the alarm sounds please take the child/children you are working with out to the KS1 playground following the fire route displayed in the room you are in.

Deliver the children back to the class teachers once outside.

Behaviour:

We try wherever possible to adopt a positive behaviour approach but if there is an occasion in which you need support to manage challenging behaviour please do not hesitate to speak to a member of staff.