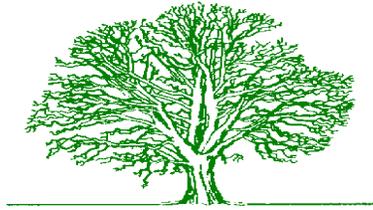


# Oakington C of E Primary School

## Volunteers in school



### WELCOME TO OUR SCHOOL

Thank you for your interest in volunteering. There are two ways of helping, either occasionally e.g. on outings or at special events or regularly e.g. weekly. We appreciate any help you are able to give and we hope that you will enjoy working with us. We have produced this guide to help you feel comfortable working in the school and we hope that you also feel able to ask any questions as they arise.

- Please sign in and out at the entrance lobby.
- We expect behaviour of a high standard at all times. If there is a difficulty please speak to the class teacher.
- Don't allow yourself to be put in a compromising situation-make sure that a classroom door is always open if you are reading with a child or helping with a group of children.
- Remember that confidentiality is essential.
- Fire procedures are on display in all areas. The assembly point in the event of a fire/ fire drill is at the far end of the school field next to the corner of fence near to the nature reserve.
- Toilets are available next to the Headteachers office and in the Year 1 area. A disabled toilet is situated in the entrance hall to main school and there is also a disabled toilet sited in the new build entrance lobby. Staff will show you where belongings can be left and will offer you a drink from the staffroom at breaktimes.
- All helpers who have regular contact with children will be asked to complete a form in order for them to be DBS (Disclosure and Barring Service) checked.
- All volunteers are insured by means of a blanket cover operated by the Local Authority.

- If you are concerned about child protection matters relating to a child from what you hear or see please speak to the Headteacher, Mrs. Daggianti, who is the Senior Designated Professional or in her absence the Designated Professional, Mrs. Carne as soon as possible.
- If a child appears to be feeling unwell or needs first aid please tell the class teacher.
- Mobile phones and devices capable of taking photos must not be used.
- Conduct in the classroom should be in a way as to not disturb the atmosphere created by the class teacher eg. If you need another reader please ask the last reader to ask for them to come to you or wait for an appropriate moment to ask the teacher who will be next.
- Children changing after swimming should be encouraged to do so independently whenever possible and to get dressed quickly.

Finally...

We would like to thank you for offering help at our school. Please feel free to ask any questions. This will add to your understanding of how school operates efficiently and effectively.