



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Broadwater C. E. School **Notes for Volunteers in School 2023-2024**

Many people offer their help in school and we value their work immensely. We define a volunteer in school as a person who regularly helps in an area or specific role as opposed to a helper who may come into school on a 'one-off' basis. When you volunteer, it is important that you recognise you may be party to information that other people may not be. It is important therefore that you adhere to the following rules. We hope that you enjoy your time with us and find the experience worthwhile.

You will have been issued with these guidelines by a member of staff before you begin your voluntary work. Please ensure you are familiar with them.

Before beginning your work, you must have done the following (this may be done on the day you arrive if not before):

1. Safeguarding induction. (Keeping Children safe in education 2023)
2. Health and Safety induction
3. Fire Safety information
4. Confidentiality information

All the above must have been carried out by either Mrs Anna Corless, Deputy Head Teacher or the Office Manager, Mrs Alison Cunnington.

If you are over 18, you must in addition have completed and received a DBS with our school, prior to the placement date, as this takes a week or more to process. An appointment for this should be made with our School Bursar, Miss Michelle Rankin.

Before starting your voluntary role, you must enter the building by the external main entrance and sign in. If you have dropped your child in to school first you must still, follow this procedure.

- You are working under the supervision of the teacher in charge of the class.
- Please ensure the person you are working with knows what time to expect you.
- Please remember to dress appropriately.
- It is most important that you do not become over-familiar with the children. Remember to keep a professional distance.
- Do not, under any circumstances, touch the children.
- It is not appropriate to access children's trays or other school equipment unless specifically asked to do so.
- At no time should you be alone with a child or in an area unsupervised by a member of staff.
- There are Fire Action signs and maps in all rooms. Please familiarise yourself with these when you enter each room and know where your nearest exit is. The fire bell is a continuous single tone sound. The assembly point is on the school field.
- If you have any worries or concerns, please ASK.
- Please ensure you maintain confidentiality. There may be occasions when the work you are asked to do involves information of a sensitive or private nature. If you are asked to divulge information by another

person, please refer them to the Head Teacher. Any breach of confidentiality may result in an immediate withdrawal of your volunteer status.

- If you volunteer in our office, your work may involve financial matters. Confidentiality and trust must be maintained in all circumstances.
- Do not use your mobile phone on the premises.
- Photograph taking is only permitted under the direction of the teacher and only using school equipment.
- Once you have completed your volunteer time, you should leave the school premises promptly.
- If you are volunteering over a break or lunch time, coffee and tea making facilities are available to you in the Food Technology Room. Please provide your own mug. Please stay in this room until resuming your volunteer role.

Mrs Anna Corless
Deputy Headteacher