



Heatherside Infant School – Guide for Volunteers



You will be asked to sign in at the School Office and be given a Visitor label. You will be asked to wash your hands before heading to the classroom. Make yourself known to the Class Teacher. The Admin Team will sign you out as you leave the building.



Thank you so much for volunteering your time, please do not underestimate the impact even 30 minutes a week has on our children and Staff. We really value your help as it allows us to achieve so much more with and for our children. You may be asked to do a variety of tasks, however, I know that you may have skills we do not draw on; so please don't be shy in letting the Class Teacher know if you have a skill we are not using that could benefit the children and Staff.



Our school is a **NO** smoking or vaping site.

Behaviour As a school we follow our Golden Rules.

- We** are gentle
- We** are kind and helpful
- We** work hard
- We** look after property
- We** listen to people
- We** are honest

Good behaviour is expected of all Heatherside children. Remember we all like to be praised. Our children like to be rewarded with stickers and House Tokens. The children follow the example of others, so excellent adult role models who encourage positive behaviours, are essential.

Toilets

Children are allowed to go to the toilet whenever they ask, within reason. Children's toilet accidents are always dealt with by two members of staff to ensure the safety of all.

Dress Code

Please wear practical, sensible clothes and no flip-flops please. Remember children can read logos on T-shirts, so please make sure the logo is suitable.

Personal Belongings

Handbags should be placed in the Teacher's cupboard. Please do not bring medications into the classroom. In the interests of your safety please speak to the Office Staff if you yourself have a medical condition.



Unfortunately there is not enough car parking space for helpers. Disabled volunteers are exempt from this but there are only 3 spaces on site & your blue badge must be displayed.



If the fire alarm sounds please leave by the nearest exit. If you are in class, stand with the class at their muster point. If you are working with a group in another area, please ensure these children are with you and go to the designated muster point indicated for that room, otherwise report to the Admin Team who will be standing by the front entrance gate muster point to the side playground.

<p style="text-align: center;">Confidentiality</p> <p>As a Volunteer in school you are in a position of trust. Any information you hear or see whilst you are in school, we respectfully ask that confidentiality is kept at all times. Both within and outside our school.</p>	<p style="text-align: center;">Mobile Phones</p> <p>Your mobile phone should be switched off whilst in school. However we appreciate that you may need to be available for emergency contact - if you have your phone with you please keep it on silent and only answer in an emergency. Please do not take photos on your phone whilst in school.</p>	
<p style="text-align: center;">Social Networking</p> <p>Heatherside Infant School has a firm commitment to safeguarding children in all aspects of its' work.</p> <p>It is important that you read the Social Networking Policy which aims to protect the school, children and adults.</p>	<p style="text-align: center;">First Aid</p> <p>Each class has their own medical kit and records. Please ask a member of the classroom staff to administer first aid. All accidents need to be reported. The Admin Team can be called upon if the injury is more serious.</p>	<p style="text-align: center;">Medical Conditions</p> <p>We have a number of children with specific allergies & medical needs. Please ask the Teacher you are working with to make you aware of any relevant medical information – you can review the Class Medical File.</p>
<p>Safeguarding including Child Protection</p> <p>Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all of our pupils.</p> <p>You will be required to complete an Application Form and DBS (Disclosure Barring Service) check which are available from the School Office.</p> <p>Every school has a Designated Safeguarding Lead (DSL). At Heatherside Infant School this position is held by the Headteacher (or the Deputy Head in the Head's absence).</p> <p>Whilst in school you should act in a way that is consistent with the children's safety and welfare. If you have a concern about a child whilst you are helping in school, it is your responsibility to share that with the class teacher or the DSL. All helpers must have a current DBS, please contact the Office for further information.</p> <p>You will be asked to read Part 1 of Keeping Children Safe in Education; our Social Media Policy and our Fire Presentation (including Health & Safety).</p> <p>This is a statutory guidance document for Schools and colleges.</p>		

Thank you for your support!

