



Eureka Primary School: VOLUNTEERS' PROTOCOL



Thank you for the support you give to our school. Your help makes a huge contribution to the quality of school life, which our children enjoy every day. This protocol has been produced to support volunteers who work in our school. This information should make you feel confident and comfortable when you are in our school.

THIS POLICY SHOULD BE READ ALONGSIDE OUR 'CHILD PROTECTION AND SAFEGUARDING POLICY'.

Any safeguarding issues should be dealt with according to DCC protocols and procedures and concerns immediately passed onto Miss Hurt or Mr Brazier / Mrs White.

Volunteers in school and legal duties:

In any work with children, at school, parent / carer helpers and volunteers accept a duty of care. However, when teachers welcome parents / carers, students and volunteers into our school we accept that staff must take reasonable steps to ensure that volunteers take care of children's safety. You will not be left in sole charge of children.

- ✓ All volunteers are required to read our 'Child Protection and Safeguarding Policy' as well as the 'Keeping Children Safe – Part 1' document. You will need to sign to say that you have completed this.
- ✓ All volunteers are required to complete and sign a Disqualification by Association disclaimer.
- ✓ All volunteers will have a full DBS check.

Security:

When you arrive at school, please use the main entrance and sign in at Reception, noting your time of arrival. We need to know who is on site in the event of an incident. You will be issued with a badge to wear during your time in school. Please return your badge and sign out when you leave at the end of your visit.

First Aid:

There are children in school with a range of medical conditions and allergies. There is a list in each class, the teacher will inform you of any medical information deemed necessary for you to know.

In the case of children with severe allergies, staff are trained in the use of epi-pens. Anaphylactic shock must be treated urgently.

In an emergency, please seek the help of a member of staff immediately.

YOU MUST NOT ADMINISTER ANY FIRST AID OR MEDICATION.

Fire:

In the event of fire, evacuation processes are displayed in classrooms and around school. Please make yourself familiar with these when signing in. You will also need to discuss with the teacher you are volunteering with what you need to do.

Confidentiality:

Whilst you are working in school you may become aware of confidential information about children. Confidentiality is vital in building trust between parents / carers, staff and children. Confidentiality protects you and it protects the child and their family; it gives peace of mind to all parents / carers and it also maintains the professionalism of the school - please respect this.

It is unacceptable to discuss anything in person or via social media relating to individual members of staff or children outside of school.

Dress Code:

Whilst volunteering in school, you must be dressed smartly and appropriate to the school environment. Please do not wear jeans or excessive jewellery.

Sickness / Appointments:

If you are not able to volunteer for a session / day then please call the office so we can let the teacher know.

Mobile Phones:

Mobile phones should not be used in school in the vicinity of children. Please make sure that any mobile phone is turned off or to silent during your time volunteering. If you need to use your mobile phone in an emergency, please go to Reception. Photographs are NOT permitted and should never be taken on your mobile phone.

Social Media:

As an adult in school, you should not contact children via social media. Any request made by children for you to do this should be reported to the class teacher and Headteacher.

Thank you for your time and volunteering with us – we very much appreciate it and hope you enjoy the experience.

I understand and will adhere to all of the above and will always speak to the class teacher or Headteacher /DSL if there is a problem or I have a concern.

Signed: _____

Date: _____