



# Tannery Drift First School

Enjoyment – Achievement – Respect

## Volunteers in School Policy

Last Review Date:  
May 2022

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May 2025



Artsmark  
Gold Award  
Awarded by Arts  
Council England

[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

# Volunteers in School Policy

## 1. Aims

We aim to provide our children with the best education we possibly can. We believe that parents and other members of the community have important knowledge and skills which can be deployed at our school on a voluntary basis for the benefit of our children.

## 2. Volunteering

This can take many forms, including:

- occasional support, e.g., on school trips or cooking, where parents help on one or two occasions;
- regular support, e.g., hearing readers in the classroom, helping in the library, or helping walk children to swimming. Usually, this commitment will be for a term or longer and involve one or two regular sessions in the week.

Volunteers of all ages and backgrounds are welcome at our school. We want you to enjoy your time in school, feel prepared and understand the expectations and ethos of the school whilst you are working with us. The following information is provided to all volunteers.

## 3. Guidelines for all volunteers working in Tannery Drift First School

Thank you for your interest in volunteering to work in our school. We have produced this guide to help you to feel comfortable working in school and we hope that you will be able to ask any questions as they arise.

The points of contact for volunteers in school are:

- the class teacher you work with;
- the School Office (Mrs Phillips);
- the Headteacher (Mrs Greetham).

It is important for school security and fire regulations that all adults in school can be identified and located at all times, so we ask you to follow the simple routine of always signing in and out at the office when coming onto and leaving the premises and wearing a visitor's badge whilst in school.

The frequently answered questions section below aims provides more detail about what you need to do before you start volunteering, what you can volunteer to do and working in the school.

## **4. Frequently Asked Questions**

### **What must I do before I start?**

In order to keep our children safe, we ask adults working regularly in school to complete a DBS check and provide the school with details of one referee whose identity can be checked. The school office will advise you on which original documents you will need to provide to obtain a DBS check.

We will also give you an information leaflet concerning the safeguarding of our children and a copy of the Volunteers Code of Conduct. You will be asked to sign to show that you have read and agree to comply with the safeguarding policy and the Code of Conduct.

### **Where can I work and how much time must I give?**

The answer to both questions is that this is mainly up to you. Just tell us your preferences and we will try to make them happen. All we ask is that you let us know in advance if you have made an arrangement with the school but find that you can't come. This will for example, allow teachers to change their plans if needed or to contact another parent to replace you.

### **Where can I go in the school?**

For most of your time you will be sharing the classroom with an agreed teacher. This may be the teacher of your child or a teacher from another class. This teacher is responsible for you and if you are in any doubt about your role, where you should be working or have any questions, please ask the teacher in the first instance.

If you are with us during break times, you are very welcome to join the staff in the staffroom. Tea, coffee, and chilled water are available in the staffroom. Toilets for adults are to be found off the corridor leading to the school office.

### **Where can I leave my coat and bag?**

Most classrooms have a secure cupboard where you will be directed to leave personal possessions. There are also lockers available in the staffroom. Please ask if you need advice with storage. Volunteers are responsible for their own personal property and possessions while on school premises or engaged in school activities. Neither the school nor the Local Education Authority can accept liability for loss of or damage to personal property and possessions.

### **Where can I park?**

Please park in the drop off zone for the time that you are volunteering in school. Please do not park in the staff car as all staff members have allocated spaces and arrive and leave school at different times.

When signing in at the office please record your car registration number on the screen or leave details with the office team. We request that you park in a designated space and do not block any gates or designated accessibility spaces. Please ensure all gates are closed.

### **Can I use a mobile phone?**

For the safety and security of all our children no mobile phones are permitted to be used in public areas of the school, as the majority are capable of taking photographs or making recordings. Phones can only be used in the staffroom during breaks. All phones must be placed in a locked cupboard or storage whilst in the classroom and must be turned off or put on silent. Please ensure you remove your phone from your pocket before starting work with the children.

### **What if there is a fire bell?**

Please follow the direction of the class teacher. If you are not in the classroom, please leave the building by the nearest exit and assemble on the school playground where a register will be taken.

### **What do I do if I have a problem whilst working in school?**

We expect all members of the school community to be polite, courteous, and self-disciplined. Children watch us and follow our example. The same rules apply to staff, volunteers, and children.

- if you notice anything which could cause a safety risk to any member of the school or a child tells you anything which concerns you, please report this immediately to the teacher who will take appropriate steps;
- do not tell a child off. The school has school rules which children are expected to follow. If there is a problem or you are unsure what to do, tell the teacher immediately;
- do not shout at, threaten or hit a child;
- do not be left in sole charge of a child unless you have a current enhanced DBS certificate.

### **What medical / accident procedures must I follow?**

The majority of staff are qualified first aiders. Volunteers are asked not to administer any first aid. Each class has a first aid card that can be sent to the school office for emergency help with first aid. If you are injured whilst on the school site, please report this to the school office.

### **What about confidentiality?**

We expect our volunteers to abide by the same code of confidentiality as all our staff. No information about any individual child or family or member of staff gained whilst in school should be repeated to anyone out of school or put on a social media site, such as Facebook, either during your time as a volunteer or after.

If a child says something that makes you concerned about their welfare or safety, discuss this immediately with the Headteacher, Mrs Greetham (Designated Safeguarding Person) or in her absence the Deputy Headteacher, Mrs Torres (Deputy Designated Safeguarding Person) or the Family Support Worker, Ms Kerr (Deputy Designated Safeguarding Person).

Never promise a child that you will keep a secret. Please ask the teacher you are working with about this if you are unsure. Do not discuss issues that cause you concern with anyone else.

We will provide you with a safeguarding leaflet setting out our in-school safeguarding procedures in more detail. Please ensure you are familiar with this document prior to volunteering at school.

**What if I am not happy or am unsure about what I am doing?**

Please do not just leave! We are always willing to listen to any concerns you have or problems you are experiencing and will try to help if we can. It is the least we can do in return for your valuable time and the commitment you have shown to the school.

**5. Thank you!**

We are very grateful to you for offering to volunteer to help at our school. We regard you as a member of our team and the children really benefit from the time you can offer.



# Tannery Drift First School

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