Volunteer/Helper Guide – Urafirth Primary School

Whilst we welcome volunteers into the school and totally appreciate the time, skills and commitment given, we obviously need to have a few ground rules to keep everyone safe.

* Volunteers must be PVG checked.
* Volunteers will generally not be left unsupervised with children, except where they are leading after school clubs. We aim to have a member on staff on hand at after school clubs, but this is not always possible.
* Volunteers will be advised of Child Protection procedures and will alert the Headteacher to any Child Protection concerns they may have.
* Class teachers and school staff are always in charge and responsible for the children, unless no staff member is in attendance (after school clubs).
* Volunteers will be given clear instructions, where appropriate, regarding their role in supporting staff.
* Volunteers, supporting school staff, should not reprimand children. Any concerns regarding behaviour should be highlighted to staff who will deal with the issue appropriately.
* Volunteers must maintain confidentiality and will not discuss children or staff inappropriately outside of school.
* Volunteers will be mindful that they are assisting with young and impressionable children and will commit to using appropriate language in dealings with them.
* We ask that mobile phone usage is kept to a minimum. No images should be taken for personal use.

Thank you for helping us keep you and our children safe.