

All Saints' C. of E. Primary School

Rooted in Faith, Growing Through Learning



Adult Volunteer Guidance

On Arrival: When you arrive at school please sign in with the office and collect a badge. Please sign out and return the badge when you leave.

Timetable of the day

Infants	Juniors
8:45 to 8.55 children come in	8:45 to 8:55 children come in
10.45 am - break	10.45 am - break
12.00 noon - lunch break	12.30 - lunch break
1.15 pm – start of afternoon session – Break 2.15-2.25	1.30 pm – start of afternoon session
3:30 pm – parents collect children from class	3:30 pm – staff take children to playground

Safeguarding

All Saints' is committed to safeguarding; promoting and ensuring the welfare of pupils and expects all staff, governors and volunteers to share this commitment. If you have any concerns about the safety or welfare of any pupil, please inform the **Designated Safeguarding Lead (DSL) Joanne Ghosh, Headteacher** or one of the **Deputy DSLs** as soon as possible. They are: **Gemma Campbell, Deputy Head, Catherine Williams, Inclusion Manager, Janet Sharp, KS2 Phase and Rebecca Lake, KS1 Phase Leader and Louise Pitteway, Early Years Phase Leader.**

If a child discloses information to you which causes concern, please note you should follow these key points:

- **Listen carefully to what the pupil is telling you without interrupting**
- **Do not promise confidentiality**
- **Remain non-judgemental and keep an open mind**
- **Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you**
- **Be honest with the pupil and explain what will happen next (i.e. that you will need to speak to a member of staff)**
- **Record the information fully immediately, or as soon as practicably possible**
- **Pass on to the Designated Safeguarding Lead (DSL) – see above**

Fire Evacuation Procedures

If the fire alarm goes off, please follow pupils out of the school immediately. Please note we may use the alleyway gate, the Yellow Brick Road, the Infant and Junior Doors – whichever is the nearest exit. We assemble in the churchyard and call registers.

Health and Safety

If you see anything in the school environment, with regards to Health and Safety, please report any concerns you may have to the class teacher, a member of the Senior Leadership Team (Mrs Ghosh, Ms Campbell, Ms Williams, Ms Sharp or Mrs Pitteway) or to the School Office/Premises Manager.

Confidentiality

Please ensure that any observations you may have made regarding children's progress and/or behaviour are only passed onto the class teacher or another member of staff and kept confidential and not discussed with fellow volunteers.

Mobile Phones

Please do not use your phone whilst on the school premises; in an emergency, you are requested to make or take calls away from pupils and classrooms.

Behaviour

Please support the school ethos by encouraging and praising the children's efforts. If you experience any difficulties with a child's behaviour, please inform the class teacher immediately. This will enable them to deal with the situation and provide you with the necessary support.

School Trips

Please note that we have separate guidance for those helping on school trips, which will be issued to you before the trip.

We hope this information is useful to you. We are very grateful for the help you so willingly give.