



Guidelines for Volunteers Working at North Tawton Community Primary School

1. Before working in our school as a volunteer a DBS form has to be completed (through the school office) and returned with a disclosure number.
2. All volunteers need to sign the visitor's book and wear a visitor's badge at all times.
3. At the beginning of the school day, please let your own child to enter school as normal before reporting to the office to sign in.
4. At the end of the day please collect your child from the playground as per normal rather than directly from the classroom.
5. Please resist the temptation to interact with your child during the school day.
6. In order to respect the confidentiality of the children, please do not discuss the children's behaviour or performance out of the classroom.
7. In order to respect the professionalism of the teacher, please do not discuss the teacher's performance with anyone.
8. Do not repeat any conversation heard between professionals at school.
9. Do not disclose any information about children to parents.
10. Volunteers are very welcome to use the allocated staff toilets.
11. When entering the class please ask the teacher for instructions regarding your role.
12. If the volunteer is hearing readers please allow the class teacher to decide the level of reading book.
13. We ask that you dress in an appropriate manner for a school.
14. It is the responsibility of the volunteer to make themselves aware of the health and safety procedures and to be aware of an evacuation route and assembly point in case of fire.
15. Please ensure mobile phones are switched off at all times.
16. Please keep handbags and valuables with you at all times. The school will not be responsible for loss or damage of personal property.
17. The school has a reward system in place you are welcome to use this to reward children. We do ask that you do not reward children with sweets etc. Please ask the class teacher for further details.
18. At no point should you discuss any work you have undertaken in school or express an opinion on the school through social media (such as Facebook). Should this occur then you would be no longer welcome to work in school.

We do greatly appreciate the fact that you have been kind enough to give up your spare time to help the children of our school. We ask that you adhere to the guidelines and act in a professional manner at all times while in school. The school always retains the right to deny or withdraw the opportunity for parents to volunteer in school.