

Introduction

St Oswald's Church of England Primary School likes to welcome visitors and volunteers to school and we would like your time at the school to be pleasant. This leaflet is designed to give you information about the school and about how we expect you to conduct yourself whilst you are with us. We hope this leaflet covers all you need to know but if you have any questions make sure you ask someone, no matter how trivial it may seem. We want your time at St Oswald's to be as interesting and useful as possible.

Coffee and Lunch breaks

You will have your coffee and lunch breaks in the Family Room where there are tea and coffee making facilities. Occasionally, the Family Room is used for confidential meetings or 'phone calls, staff will try to keep this to a minimum when students are in school, however if the room is needed you will be asked to the ICT Suite which is next door to the Family Room. The Staff Room is for the use of permanent staff and Teaching students only, this is because sometimes the adults working in school may have to discuss pupils and it is important that the pupils' confidentiality is maintained.

Dress

While you are at the school you will be expected to dress appropriately. Men should wear smart trousers and a shirt. Women should not wear clothes that are revealing or too short. Jeans should not be worn in school, neither should any clothing that has pictures, logos or words that are inappropriate.

Safeguarding

All adults working in the school whether paid or voluntary are responsible for safeguarding. You will be asked to provide a DBS prior to you working in the school. On your first day at the school you will be given an Induction during which you will be provided a copy of Section 1 of the DFE document 'Keeping Children Safe in Education'. You will also be given information on Child Protection and Safeguarding procedures and will also be required to sign a form to confirm that you have received the relevant induction and documents. The safety of our pupils is **paramount** we have a range of systems and procedures in place and the school expects these to be followed at all times; failure to adhere to these will result in us asking you to cease your volunteering.

Personal Conduct

While you are at the school you will be expected to conduct yourself as if you were an employee of the school, not a friend to the pupils – even if you know them outside school. They will look on you as if you are a teacher or teaching assistant.

Any information regarding our pupils is strictly confidential; you must **never** disclose anything about pupils to anyone outside school. Should anyone ask you for information when you are out of school you must decline to give information and refer the enquirer to school.

It is important that you do not engage in physical play with them or pick up the younger pupils.

If any child tells you something that you think is of any concern you must report it to the class teacher as soon as possible.

All language and conversations whilst in the presence of pupils must be appropriate.

The school day

The school day starts at 8.55 am for Juniors and 9 am for Infants.

Lunch is 12 noon for Infants and 12.10 pm for Juniors, all children return to class at 1.10 pm.

St Oswald's CE Primary School



Information for Volunteer Helpers