



GRANGE COMMUNITY PRIMARY SCHOOL

Grange Road, Felixstowe, Suffolk IP11 2LA Telephone: 01394 283912

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Headteacher: Mrs G Havord BEd (Hons), NPQML, NPQSL

Fostering Learning at the Heart of Our Community

Volunteering at Grange Community Primary School.

Thank you for volunteering to help our children in school. We feel that the involvement of parents, carers and the wider community in children's education is vital and we encourage active participation in many ways. In whatever form you choose to volunteer your time we are always extremely grateful. This is a simple guide sheet to explain our expectations in school for the benefit of the children and for your safety.

Safeguarding

If a child tells you something that causes you concern, please tell the class teacher, Deputy Headteacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

- All mobile phones should be off and in a bag within a cupboard.
- It is very important that all staff, volunteers, and other adults working in school must work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear / see other information concerning a pupil while you are with us in school. It is vital that you do not share anything about specific pupils with friends or family or a child's parents if you know them.
- Volunteers are respectfully asked to dress appropriately for being in school such as smart casual wear.
- Please don't have favourites – as humans we are drawn to certain individuals, but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent – we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- Volunteers should not follow the children to the toilets or help them in the toilet; if this is needed, the staff of the school will attend to this.
- If you are unable to be in school, please let the class teacher know by email or by telephoning the office. admin@grange.omat.org.uk or 01394 283912
- All volunteers must sign in and out when entering or leaving the building and should wear a visitor badge at all times.
- We are a non-smoking, non-vaping site.

I have read and understood the terms and conditions as laid out in this document.

Signed:

Date: