

Guidance for Helpers/Volunteers...Keeping everyone safe.

Thank you for coming in to help, it is much appreciated, we hope you have an enjoyable time!



Please sign in at Reception and collect a visitor's badge.



If the Fire Alarm or Bell sounds, please leave by the nearest exit and meet at the assembly point, which is the field. Please report to a member of the office staff so that you can be accounted for.



As you will be working with our children, we respectfully ask that confidentiality is kept at all times, within and outside of, school.



We take great care to keep our school safe and healthy and we ask that all visitors pay attention to the surroundings and to report any concerns immediately.



Please report to or send a message to Reception for all **first aid** requirements. All accidents and near misses must be reported to the office staff.



Although there are no disabled access toilets in school, we endeavour to make arrangements for all visitors. Please speak to a member of staff at Reception who will be happy to help you.



The school operates a no cars on site policy and there is no parental parking or drop-off zones. Visitors, disabled badge holders and contractors are exempt from this. There are two marked bays for disabled car users. Unfortunately, we do not have sufficient parking space to offer permits for parent helpers.



As part of our commitment to safeguarding children, all helpers are asked to have a clear DBS check and complete an application form. Forms are available from the office.



Please can we ask that mobile phones are switched to vibrate/off. Parents are asked not to take photographs using their mobile phone of children whilst helping in school or on trips. Under no circumstances should you upload photos or share your number/messages with children in the context of a school volunteer.



Our school, grounds and car park are all no-smoking areas, including e-cigarettes.

Safeguarding is Everyone's Responsibility

If you have any safeguarding concerns, these must be shared with a member of school staff immediately.

Our Designated Safeguarding Leads (DSLs) are Mrs Dunn, Mr Blay and Mr Demblon

