



## Key Points for consideration when working as a volunteer.

### Health and Safety

There is a health and safety policy in school.

Emergency procedures for evacuation are to leave the building with the children in a calm and orderly manner on hearing the alarm sound. Once outside the children will line up against the railings, please join them help to quiet them ready for role call.

### Child Protection

There is a Child Protection policy in school.

All regular volunteers will be checked by the DBS process (CRB). Volunteers will not be working alone with any children.

### Confidentiality

There is a Confidentiality policy in school.

If volunteers have any concerns about the children they work with or come into contact with they should be voiced to the class teacher and NOT to the parents of the child or persons outside school.

Volunteers who are concerned about anything another adult in school does or says should raise the matter with the Headteacher or Chair of Governors.

### Equal Opportunities

There is an Equal Opportunities policy in school.

Every child must be treated with equal respect at all times regardless of race, gender, religion, and disabilities.

**If you have any further questions please either see your class teacher or speak to Mrs Lees.**