



**All Saints'
CEVC School**

**The Street, Lawshall
Bury St Edmunds
Suffolk
IP29 4QA**

Telephone: 01284 828223

Email: head@allsaintsprimary.org

Web: www.allsaintsprimary.org

Guidance for volunteers

Thank you for volunteering to help in our school. We hope you find the experience rewarding and enjoyable.

Our Aims

We want you to enjoy volunteering with us, to help achieve this, we have five key aims:

- We want to make volunteers feel valued and involved in our school
- We want volunteers to understand the curriculum and ethos of our school
- We want our children to benefit from the skills and expertise of our volunteers
- We want to enrich the positive relationships that children within school share with adults through mutual respect
- We want to strengthen relationships within our school community

Volunteers' Book

Please ensure that you sign in as soon as you come into school. We have a volunteers' signing in book which is located near the school office.

You will need to sign to say that you have seen the school's safeguarding policy, which will be in the volunteer file. You will also need to wear a visitor's badge at all times.

Activities and Tasks

At All Saints we promote active learning, where the children can apply their knowledge to practical and everyday contexts and your help is vital in achieving this.

Although teachers may ask for help with any aspect of the curriculum, here's a list of some of the things you may be asked to assist with:

- Cookery activities
- Enrichment events
- Gardening
- Help mounting work
- Help with Forest Schools
- Helping with art
- Listening to children read
- 'Seed to Tree' sessions
- Support group activities



**All Saints'
CEVC School**

**The Street, Lawshall
Bury St Edmunds
Suffolk
IP29 4QA**

Telephone: 01284 828223

Email: head@allsaintsprimary.org

Web: www.allsaintsprimary.org

Guidance for volunteers

Confidentiality

We value your help, trust and confidentiality in all matters that you may come across when volunteering in school.

Please respect our pupils' confidentiality. We ask that volunteers do not discuss educational matters outside of the classroom especially concerning individual children

Volunteers are welcome to share our staff room facilities during break times. You may hear school staff discuss classroom matters, please respect the confidentiality of these discussions.

Protecting Our Pupils

The safety and welfare of our pupils is of paramount importance to us, our expectations are that:

- All our regular volunteers working with children will undergo a disclosure and barring service (DBS) check
- All volunteers treat our pupils with respect
- All volunteers act as an appropriate adult role model
- All volunteers ensure that contact with children and young people in school is entirely proper and professional
- All volunteers consider carefully physical contact with pupils, avoiding any contact which could be misinterpreted as being inappropriate

Safeguarding is everyone's responsibility. If you have a concern about a child make sure you pass on any information to Mrs Lamb (Senior Designated Person) or Mrs Kemp (Deputy Designated Person).

Remember:

Do not think, what if I am wrong. Think, what if I am right.