

Twyford St Mary's C of E Primary School



Volunteer Support Guidelines

Signing in to site:

- All visitors must sign into the office and wear a visitors badge at all times.
- If a child approaches you to ask who you are, show them your visitors badge and say: "I am a safe visitor".
- Please allow a member of the office team to escort you to your classroom or space.

Safeguarding support:

- Safeguarding our pupils is the schools highest priority.
- If you have any concerns about the site being unsafe, please report it to Jane Quin as soon as possible.
- If a child speaks to you and discloses information that is of concern, please report it to Sophie Davies (DSL) or Tracey Aitken (in the absence of Sophie) as soon as possible.
- Please record this in writing as soon as you can. Use the child's words as accurately as you can.
- If a child asks you to keep it a secret, please say we cannot keep secrets.
- When speaking to the child use TED- 'Tell me, explain to me, describe to me' to avoid leading questions.

Fire and emergency procedures:

- In the event of a fire, calmly exit the building via the nearest exit- the muster point is on the top playground.
- If you are working in an allotted space, please ask a member of staff, which is your quickest fire escape route and your alternative route.
- If you hear a pulsing alarm that goes on and off (at 2 second intervals), this is an emergency alarm, not a fire.
- Please bring the child you are working with straight to their classroom to be registered and remain in the room.
- If you have a group of children, come straight indoors to your nearest classroom or group room and remain there until leadership have confirmed all is ok.

First aid and medical support:

- All LSA support staff are first aid trained as well as Rosanna Chadwick and Jane Quin in the office. Please seek out one of these members of staff to deliver medical support.
- Emergency medical equipment, such as inhalers and adrenaline injection pens are held in classrooms.
- We are a nut free school.

Photographs and Videos

No photographs or videos are to be taken while volunteering. Parents need to give permission for their child's photograph to be used or published, so the school needs to control photographs carefully. Volunteers should never have photos or videos of children on their own cameras or phones from their time as a volunteer.

COVID19 regulations:

- If you have any COVID19 symptoms, please do not come to school.
- If you begin to show symptoms within 48hrs of working in school, please book a PCR test and make us aware of the result as soon as possible.
- When running organised clubs/working with pupils, masks do not need to be worn, but please ensure 1m+ distancing to a child.
- Close contact is 15minutes in 1m+ proximity. Please ensure we are giving instructions/support at a distance and reading sessions are 10mins maximum.
- If a child in your group complains of illness, temperature, headaches, is coughing or loss of taste, please escort them to the office.
- If you wish to be provided with masks, visors or other PPE equipment, please speak to Jane Quin in the school office.