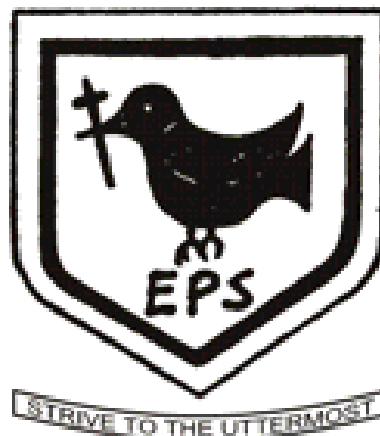


However, I need to take this opportunity to remind you that complete discretion over matters arising is observed. **Any breach of confidentiality would sadly mean that we can no longer work together.** I am sure that you realise how important this is. If you need to speak to the class teacher or myself about **any concerns you may have**, then please feel free to do so.

We look forward to meeting you and thank you again for the time you are going to spend with us.

Sally Dixey and staff



ETWALL PRIMARY SCHOOL

Egginton Road,
ETWALL,
Derbyshire,
DE65 6NB

Phone: 01283 732301
Fax: 01283 732301
email: enquiries@etwall.derbyshire.sch.uk

ETWALL PRIMARY SCHOOL



CLASSROOM VOLUNTEER GUIDE



Welcome to Etwall Primary School

Thank you for volunteering to come into school to work in our classrooms or in a specific area of the school. We very much value your contributions to our school life and look forward to working with you.

We are delighted to share your skills and ideas, so please take this opportunity to chat with us whilst in school.

The classroom activities we may ask you to help us with are: reading, ICT, baking, art or craft activities like sewing, painting, sticking, cutting or collaging as well as design and technology, science, maths or English! We hope that you enjoy whatever you get the chance to do with the staff and children.

If I encounter a problem, what should I do?

We are sure that you will have an enjoyable, rewarding and positive experience in school. However, whilst you are helping in school problems may arise over a child's work or over an aspect of a child's behaviour. If this does happen, then please speak to the class teacher straight away so that they can deal with any situation that arises and guidance can be given to you as needed. Please do not hesitate to ask the class teacher about anything you are unsure of. They will be happy to assist you.

Will I know what I am expected to do?

Most certainly yes! Each class teacher will inform you about the organisation and expectations for your activity so you do not have to worry about anything.

Volunteers are very valuable in school and you play an important part here, any issues that arise must be referred to the class teacher please.

I am concerned about a child what should I do?

We take Safeguarding very seriously at Etwall Primary School. If you have any concerns about a child then please speak to the class teacher in confidence immediately. The class teacher may ask you to go and speak to Miss Dixey who is the Senior Designated Safeguarding Officer (or in her absence) Mrs Toynbee (Deputy Designated Safeguarding Officer). The school will provide you with a copy of our Safeguarding Policies and will discuss these with you during the Volunteers Induction meeting which will be run in school. Once your induction is complete, you will be able to start volunteering in school.