



Nelson Primary School
Inspiring Ambition, Achieving Success

Head Teacher: Mrs F. Cullen
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Thank you for volunteering to support Nelson Primary School. Please read the following guidelines.

Attendance

You must sign in and out of the school using the volunteers' sign-in sheet in the Reception. Please remember to wear the visitor badge clearly.

If you are unable to attend; contact the school before 8:30am, leaving a message for the class teacher.

Behaviour

You are a role model and therefore are required to set the right example to our pupils and staff. We expect you to go to your assigned class at all times.

If you have a child/ children/ family member in the school you must follow school policy and not misuse your volunteer status by displaying any favouritism.

Safeguarding

All volunteers require a Disclosure & Barring check (DBS formerly CRB). We will record the reference number along with a piece of photo I.D. (driving licence/ passport/ place of study I.D)

Confidentiality

Remember to remain professional at all times. School matters should not be passed on or discussed out of the school environment with friends and family.

Working with children

When working with groups, please remember to promote equality of opportunity regardless of race, belief, disability, sexuality, gender or other factor.

If a child discloses to you anything which you are concerned about – inform the class teacher as soon as possible in an appropriate way.

Fire procedures.

If the fire alarm rings you must follow the instructions of the class teacher. Once you have exited the building you need to assemble in the fire assembly area for visitors.



Break/Lunch

You are welcome to use the staff room – if you would like tea/ coffee there is a small charge and the money can be placed in the collection pot.

Updates

From time to time there will be short briefing sessions where you will be updated with changes in procedures or other information. Please ensure you attend.

Please inform me if your course tutor needs to observe your practice.

Have an enjoyable experience and if you have any questions please contact me. Further information about the school can be found on our website: www.nelson.newham.sch.uk

Rachel Kaye
Assistant Head Teacher

