

**Good Practice Guide for Volunteers and Students  
at  
Gateford Park Primary School**



# Good Practice Guide for Volunteers and Students at Gateford Park Primary School

Firstly, thank you for volunteering your time and enthusiasm to Gateford Park Primary School and its children and staff. Your work as a volunteer or student is welcomed and does a great deal to promote the learning and the opportunities we offer to the children.

It is, however, important that each volunteer/ student pauses to consider this Good Practice Guide. ***NB. to be read in conjunction with the 'Safeguarding Information/Emergency Procedures' laminated document.***

-  It is critically important for children to see all adults in school as role models.
-  The school has an Equality Policy. This means that you must speak and act at all times in a way which respects pupils, staff, governors and parents whatever their race, nationality, colour, gender, sexual orientation or disability.
-  You are not expected to make judgements about children's abilities or behaviour. Any personal views you may have about a child's ability should not be disclosed to anybody except a member of the school's teaching staff.
-  Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
-  Please do everything possible to avoid any physical contact with children, even touching.
-  You should not get drawn into inappropriate topics of conversations with children. If a child begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher or Deputy Headteacher.

- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
- For information and advice relating to Health and Safety guidelines, please see the School Business Manager.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) **must** be kept with you at all times or locked away securely (a member of staff will help you with this). The school will not accept any responsibility for the loss of your possessions.

A serious breach of any of the standards set out above might lead to a volunteer being considered an unsuitable candidate for further voluntary/ student placement involvement. If necessary, the school will seek advice from the Nottinghamshire County Council legal department. Obviously, we hope and expect that such a situation remains extremely rare.

Finally, we hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Gateford Park Primary School, satisfied in the knowledge that you are making a positive contribution to the future of our children.

Thank you,

**Paula Blythe**  
Headteacher

**Diane Blackman**  
Acting Deputy Headteacher  
Student Placement  
Co-ordinator

**Clare Hibbert**  
Designated Person for  
Children Protection

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I understand and accept the Notes of Guidance which apply to my involvement as a volunteer at Gateford Park Primary School.

I accept that as a volunteer at Gateford Park Primary School I will be supervised by staff members and as such will not require Enhanced DBS clearance.

Name:

Date:

Signature:

Please sign and return this agreement to the school office.