

## Induction and Documentation

Actions for Induction Process	Signed by Member of School Staff
Welcome and introduction to Heronswood	
Tour of school	
Safeguarding: <ul style="list-style-type: none"> <li>- Training</li> <li>- Acceptable Use Policy</li> <li>- Safe Working Practice</li> </ul>	
Health & Safety Covered: <ul style="list-style-type: none"> <li>- Health &amp; Safety Procedures</li> <li>- Fire Procedures</li> <li>- Lock Down Procedures</li> <li>- First Aid Procedures</li> <li>- First Aiders Identified</li> </ul>	
Dress code explained	

### Important Documentation to Read and Understand

I have read and understood the **'Safeguarding Advice Leaflet'**

Yes/No

Questions? \_\_\_\_\_

I agree to abide by points detailed in the **'Acceptable Use Agreement'**.

Yes/No

Questions? \_\_\_\_\_

I have read and understood the **'Safe Working Practice for Staff in Education Settings'**.

Yes/No

Questions? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Induction Complete (Office signature) \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Heronswood Primary School and Pre-School

## Volunteering in the Classroom

## Important Information

In order for the volunteer program to work, everyone needs to be aware of the following information.

- **Confidentiality** is a must. It is very important that parents/volunteers understand that anything they hear or see in school about individual children or staff is totally confidential and must not be discussed or repeated outside of school. Any breach in confidentiality will result in the parent/volunteer no longer being allowed to help out in the school.
- All volunteers must have an up to date **DBS** (Disclosure Barring Service the old CRB) before they can start working in school.
- **Professionalism** is very important in school. Volunteers need to be on time. Punctuality is expected of all our children and therefore adults in our school need to model the same expectations. We also would politely request that volunteers dress smartly.
- Wherever possible a regular **commitment** would be appreciated to ensure continuity for children and staff.
- Avoid potentially risky situations. Parents should never be left **unattended** with individual children. If a child seeks comfort (a cuddle) ensure you are in a public area with other adults. Parents would never be expected to work in the same classroom as their child.

### School Ethos

We encourage volunteers to maintain a positive and upbeat attitude when working with children. It is really important to help children feel success; to help boost their self- esteem and raise their confidence. If children are ever uncooperative seek advice from the class teacher or teaching assistant.