



# **Good Practice Guide for Volunteers & Students at Brookside Primary School**

Firstly, thank you for volunteering your time and enthusiasm to Brookside 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.

- It is critically important for pupils to see all adults in school as role models.
- The school has an Equal Opportunity 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 pupils' abilities or behaviour. Any personal views you may have about a pupil'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 pupils, even touching.

- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head Teacher or Deputy Head Teacher.
- If you are in doubt about anything, always ask the advice of a member of staff or the Head/ Deputy Head Teacher.
- 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).
- 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. 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 Brookside Primary School, satisfied in the knowledge that you are making a positive contribution.

Thank you,

Gary Kenny  
(Head Teacher)

Paul Lowther  
(Deputy Head Teacher and  
Designated Person for Child  
Protection)



# **Good Practice Guide for Volunteers at Brookside Primary School**

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

I accept that as a volunteer at Brookside School I will require CRB clearance (the school will arrange this on my behalf).

Name:

Date:

Signature:

Please return this agreement to the school office.