



Volunteer Induction Leaflet

We are delighted you are joining us as a volunteer and are committed to making the experience a happy and beneficial one both for you and the pupils in our school. To ensure this, we would like to make you aware of the following:

- ✓ Our school vision and values set the direction and ethos of our school. Adult behaviour should always model the values of *love, respect, courage and joy*. In particular, we ask that children are treated with respect and fairness at all times. Please avoid sarcasm, put downs or raised voices.
- ✓ Please ensure that you have received the Safeguarding Volunteer Leaflet and briefing from the Designated Safeguarding Lead before you start work with us. This will advise you what to do in the event of you being involved in a safeguarding incident. Please note we ask you not to talk about the incident to other staff but to speak directly to the DSL (Mrs Langfield) or Deputy DSL's (Miss Creig and Mrs Wilcox).
- ✓ Please arrive by 8.45am and sign in at Reception where you will receive an identification badge and appropriate lanyard. (A red lanyard denotes you have DBS clearance and can work with pupils without staff supervision; a blue lanyard that you must have accompanied access to our children.)
- ✓ Mobile phones may be brought into school but should not be used in class. If you need to take an urgent phone call in class time, please talk to the class teacher who can direct you to a private space. Phones may be used in the staffroom or the grounds **outside the staffroom** during times when you are on a break. Please be mindful of other people in the area who could listen in to your call.
- ✓ All discussions and observations within school must be considered confidential and cannot be reported outside of school. This includes commenting on an individual pupil however complimentary you might be!

- ✓ In line with our Acceptable Use Policy, we do not allow visitors to take photos of our children. **Photos may only be taken on school equipment and used in line with the consents received.**
- ✓ Please do not indicate your attendance at Astley School on social media, comment about your experience in any way or upload any images of yourself or others at the school. This is because you may unwittingly disclose the whereabouts of a child that could place them in danger.
- ✓ Please ensure that your conduct can never be misunderstood. This includes avoiding inappropriate physical contact or unprofessional conversations.
- ✓ It is not appropriate to give your personal contact details to pupils that you meet during your time with us.
- ✓ Our children look up to all adults working in school as role models so please dress in *work clothes*.
- ✓ If you are unwell on a day when you are booked to be in school please ring the School Office before 8.45am so we can make the appropriate arrangements.
- ✓ You are welcome to bring a packed lunch into school each day. There is a fridge in the staffroom you may use. Please help yourself to tea and coffee.
- ✓ If you wish to go off site during breaks please sign out at the office in line with fire procedures.
- ✓ Small personal items can be stored in the staffroom or a class store cupboard. Unfortunately, the school cannot accept any responsibility for any items that are lost or stolen.
- ✓ During your time in school, you are viewed as a temporary member of staff. If you go out into the playground, please remember this. You are most welcome to join us in the staffroom.
- ✓ Your class teacher will brief you on the learning taking place and your part in it. If you are ever unsure, please ask so that you can make the most of the experience for yourself and for the children.

The school is organised into four classes as follows:

Ash Class – Reception

Miss Crieg & Mrs Roberts
Children aged 3-5 years –
Early Years Foundation Stage

Willow Class – Year 1 & 2

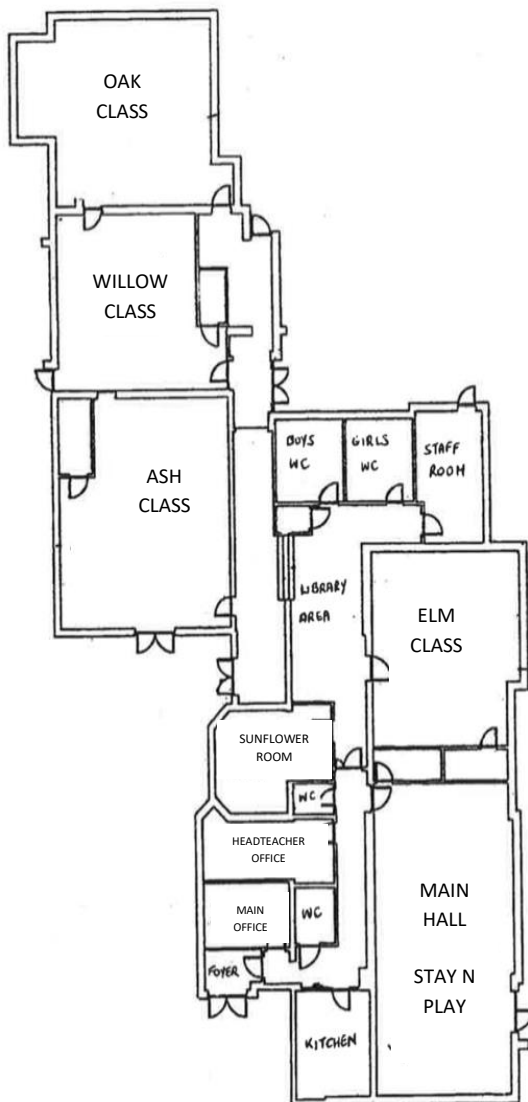
Mrs Arthurs
Children aged 5-7 years –
follow the Key Stage 1
curriculum.

Elm Class - Years 3 & 4

Mrs Mills, Mrs Wilcox,
Children aged 7-9 years –
follow the Lower Key
Stage 2 curriculum.

Oak Class - Years 5 & 6

Miss Lewis
Children aged 9-11 years –
follow the Upper
Key Stage 2 curriculum.



Contact us:

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Email: office@astley.worcs.sch.uk

Website: www.astley.worcs.sch.uk

We understand that if you are on a work placement you may have tasks to complete whilst with us. All staff will be happy to help direct you to policies and curriculum plans to assist you. (You may be able to find most of the policies you need on our website.) The staff room noticeboard has lots of information which we are happy for you to read. Please remember that any pupils' details are confidential and cannot be shared outside school.

We hope that you enjoy working at Astley School as much as we do.

If you have any feedback which would be of use to us as we strive to continually improve, please complete a Volunteer Feedback Form available from the School Office.

Tracie Langfield
Headteacher

