

STYAL PRIMARY SCHOOL

Volunteers in School Handbook

We actively welcome volunteers at Styal Primary School as we know they bring with them a range of skills and experience that can enhance the learning opportunities of all our children.

We would like to thank you in advance for taking the time to volunteer here at Styal. To help you, we have created a small handbook for you to read and have detailed what you need to if you encounter any safeguarding or other issues during your time with us.

Safeguarding our children is a priority and we ask that our visitors follow our clear procedures. We also ask volunteers to sign in at the School Office and wear a visitor's badge. Volunteers are not left unsupervised with any children at any time unless they are volunteers who have completed a DBS check and are asked to read Keeping Children Safe in Education (KCSIE) 2026.

Our volunteers include

- Members of the Governing body
- Parent/Grandparents/Family members of pupils
- Ex-pupils
- College/High School students on work experience
- University students on work experience placements
- Local residents
- Friends of the school
- Other stakeholders of the school eg QBM

The types of activities that volunteers are engaged include

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Signing in.

Please can you sign in at the school office each time you visit and take the relevant colour badge. Please can you make the badge visible so that staff and children can see it.

Induction.

Before you start volunteering at Styal, you will be asked to meet with the Headteacher or Deputy Head Teacher to discuss key information in the handbook and how you would like to volunteer in school.

Fire Procedures.

As all volunteers sign in at the office, they are accounted for during a fire drill. Please may we ask all volunteers, on hearing the alarm, which will sound in the main school building and covers the Year 5/6 classroom, the hall, the staff room, the Sparkle room, the Headteacher and School offices and the kitchens **or** a bell if in the mobile classrooms or on the playground/field/forest school to make their way to the green. In most cases, you will follow the class teacher you are with. There may be times when a volunteer is working in a small group away from the classroom or in the classroom without the class teacher. Please leave the room via the nearest exit and make your way to the green where a register will be taken. Practise fire drills are carried out each term. If the alarm goes off, we ask that you assume it is a real emergency.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns they may have about the children they work with should be voiced with the Safeguarding Personnel. Please see details of Safeguarding personnel below. We ask that you do not voice them with parents outside school.

What to do if you encounter a safeguarding issue at Styal.

At Styal we have designated personnel who you should seek out if you have a safeguarding issue. Please see the list below. In their absence, please report any issues to either the Deputy Head Teacher or the class teacher you are working with who will pass it on immediately.

Styal Primary School **Designated Safeguarding Personnel**

Safeguarding Lead	Mrs Nicola Gaulton Headteacher	
Safeguarding Deputy	Mrs Shelley Hennessey	
Safeguarding Deputy	Mrs Claire Holliday	
Safeguarding Deputy	Mrs Pippa Jones	
Safeguarding Governor	Mrs Helen Durso	

Accessing mobile classrooms and the main building.

To access the mobile classrooms and the main building you will need a key fob. We do not issue these to our volunteers so please be aware that to access these doors you will need to be with a member of staff who has one. Please ensure that all doors are closed behind you.

Personal belongings

Please feel free to use the classroom stock cupboards to hang up your coat and store any belongings. We have lockers in the staff room to store bags and mobile phones. Please ask your class teacher if you would like to access a locker. Please note that we do not allow

mobile phones to be used during class time and for safeguarding reasons, please do not take any photographs or videos of the children.

Staffroom

You are most welcome to take a break in the staff room. You will find the lockers in here. Keys can be obtained from the school office.