

Thank you for your interest in volunteering at King Athelstan Primary School; we really appreciate support from parents and carers and volunteers in our community. Please our volunteering document below and complete the information form attached.

### Volunteering at King Athelstan

#### **Signing in and Safeguarding:**

All volunteers must have a current DBS certificate through the school and must have read the safeguarding leaflet. Please sign in and out each time you come to the office.

#### **Parent/Carer Volunteers:**

If your child goes to King Athelstan, you will not be working in the same classroom as your child, however you may be asked to complete admin or take 1:1 readers from their class.

#### **Break and Lunch:**

Volunteers may use the front office to make a drink during their break and lunch times, as the staff room is reserved for King Athelstan Staff only. Volunteers are also welcome to go off site during break and lunch times.

#### **Volunteer Role:**

Volunteers at King Athelstan will be asked to partake in many different tasks during their time in school.

These may consist of:

- Admin tasks e.g. laminating, trimming, sticking in work etc.
- Helping in the library
- 1:1 reading with individual children
- Working in class with a small group
- Supporting with playground duty

#### **School Ethos:**

We have a strict 'no shouting' policy at our school and believe supporting children who are not ready to learn. If you feel that a child needs support with their behaviour please seek help from a teacher or a Teaching Assistant rather than trying to resolve the situation yourself.

#### **Absence:**

If you are going to be absent on a day that you usually volunteer, please email [admin@kingathelstan.rbksch.org](mailto:admin@kingathelstan.rbksch.org) so that they can pass the message on to the teacher expecting you.

## Volunteer Information Form:

Full name:	
Phone number:	
Reason for volunteering: e.g. parent or career of... work experience, training etc.	
Names and class of children if applicable:	
Year group or key stage you would like to volunteer in:	
Please state which day/s you can volunteer with timings:	
Do you have a current DBS through the school?	yes/ no      Date of check:
If yes please fill in the certificate number: Do you have a DBS by another and subscribe to the DBS update service?  If yes, please indicate that you are happy for us to check it online. Please provide your Date of Birth	Certificate number:  yes/ no  yes/ no  Date of Birth:
If no, please fill in these details: <ul style="list-style-type: none"><li>• Date of Birth</li><li>• Title (Miss/Mrs /Ms/Mr/other)</li><li>• Email address</li></ul>	