

Burlington Junior School Information and Guidance for Parents and Other Helpers

Thank you for volunteering to help our children in school. Helpers come to school to help with a variety of tasks, particularly reading and trips. So that your visit is of maximum benefit for the children please read the following and sign at the end to signify your agreement:

1. In order for you to work in school as a volunteer, you will need to complete a DBS form (available from the school office). Please make sure you have a DBS.
2. Please use the front door by the School Office and sign yourself in and out in the visitor's book. Unless you are going on a trip you will be issued with a Visitor Badge, which should be worn at all times.
3. The fire alarm is a continuously ringing bell. If you hear the alarm the school will evacuate. You should take the children out by the nearest exit and join up with the rest of their class and tell the teacher that you are there. The school meets on the Arena by the field.
4. An on-going intermittent bell is a signal to lockdown. Close all doors, turn off the lights, keep away from windows (draw blinds if possible) and hide under desks/make the room safe as possible so an intruder cannot enter.
5. If you are helping on a regular basis and are unable to attend, please let the class teacher or school office know.
6. If you are unsure of what you have been asked to do, or what you should do in a particular circumstance, please check immediately, either with the teacher or a teaching assistant.
7. Children very quickly learn from the actions, words and attitudes of people around them. Therefore it is important that our own behaviours in school are those we want the children to copy. Please be polite, courteous and professional at all times.
8. If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher immediately, or as soon as possible after the disclosure, in an appropriate setting so that others cannot overhear.
9. If you have any concerns at any time about the way a child has been treated or any aspect of classroom practice, please raise the issue immediately with the Year Group Leader or the Headteacher.

Signed:

Date: