



TETSWORTH PRIMARY SCHOOL VOLUNTEER HANDBOOK



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Tetsworth Primary School: Volunteer Guidelines

1. Introduction

At Tetsworth Primary School, we value the contribution that volunteers make to our school community. Volunteers bring a wealth of experience, enthusiasm, and skills that enrich the educational opportunities we offer our pupils. Volunteers may include parents, carers, governors, members of the local community, and others who wish to support the school's work.

2. Safeguarding

Tetsworth Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff, visitors, and volunteers to share this commitment and to follow the school's safeguarding policies and procedures.

All volunteers will go through the safeguarding procedure as part of their induction. This includes an introduction to the school's Safeguarding and Child Protection Policy, expectations for keeping children safe, and information about the Designated Safeguarding Leads (DSLs). Volunteers must report any safeguarding concerns immediately to a DSL or the Headteacher.

3. Arrival and Signing In

All visitors to school are required to report to the school office, upon arrival. As a volunteer, you will need to sign in and be given a visitor badge which must be worn clearly and visibly at all times during your visit.

Children are taught to recognise this badge and will alert a member of staff if they see anyone in school without one. Please remember to sign out and return your badge before leaving the premises.

4. Process for Recruiting Volunteers

1. Interested volunteers should contact the school office to express interest.
2. The Headteacher will discuss potential roles and how the volunteer can support the school.
3. Volunteers will be asked to complete the necessary safeguarding checks, including a DBS check and references.
4. Once cleared, the volunteer will be informed of their role and responsibilities.
5. An induction will take place, covering relevant school policies and expectations, including safeguarding and health & safety.
6. The school will maintain a central record of all volunteers.

5. Supervision

All volunteers work under the supervision of a qualified teacher or permanent member of staff. The supervising teacher always retains ultimate responsibility for pupils, including behaviour and welfare.

Volunteers will receive clear guidance on their tasks and expected outcomes. If a volunteer is unsure about any aspect of a task, pupil's behaviour, or wellbeing, they must seek support from their supervising member of staff or the Headteacher.

6. Health, Safety, and Emergencies

Fire Safety and Fire Drill

Each classroom has a notice displaying the fire procedure. The fire alarm is a continuous ringing of an electric bell. When the alarm sounds:

- Staff, children, and visitors must evacuate through the nearest fire exit.
- Volunteers should follow the class teacher and line up with the class outside.
- If working elsewhere with a pupil, use the nearest exit and take the child to join their class line in the main playground, far from the buildings.

Lockdown Procedure

If there is a security alert, a continuous alarm lasting two minutes (with longer beeps, distinct from the fire alarm) will sound.

- If in a classroom, follow the teacher or teaching assistant's lead.
- If you are alone, stay out of sight, close blinds and windows, lock the door, and ensure all devices are on silent.

Remain in the room until the Headteacher or office staff confirm that it is safe to move.

First Aid

If a child is injured or becomes unwell, find a member of staff immediately. Many staff members are trained in first aid and will take appropriate action.

Volunteers are covered by the school's Public Liability and Indemnity Insurance while on site or engaged in school activities.

7. Working with Children

Whether or not you have previous experience of working with children, these guidelines will help ensure your volunteer experience is positive and effective:

- Be encouraging with pupils, but maintain appropriate professional boundaries.
- Children should use your title and surname (e.g., Mrs Smith).
- You are not responsible for managing behaviour beyond gentle redirection — if you

encounter difficulties, seek help from the class teacher.

- If a child is off task or disruptive, remind them politely to focus. If this continues, ask them to return to class and quietly inform the teacher.
- Always praise effort and achievement, and when offering feedback, use positive, forward-looking language (e.g. "Next time, try to...").
- Model respectful communication and cooperation with staff at all times.

If you are ever unsure about how to handle a situation, please speak to the class teacher or the Headteacher.

8. Confidentiality

All information held about you and your volunteering is confidential and will not be shared with third parties without your consent. We also ask that volunteers respect the confidentiality of pupils and staff, refraining from discussing anything you see or hear in school — particularly sensitive or personal information about children.

All volunteers are expected to sign a Confidentiality Agreement, and the school's Confidentiality Policy is available upon request.

9. Parking

Parking on the school site is limited and reserved for staff and official visitors. Volunteers are welcome to use the Swan Hotel car park, located next to the Village Green.

10. Complaints

If a concern or complaint is made about a volunteer, it will be referred to the Headteacher for investigation. Possible outcomes may include:

- A discussion and clarification of expectations.
- Reassignment to a different activity or class.
- Termination of the volunteer arrangement if necessary.

If a volunteer wishes to raise a complaint, it will be handled under the school's Complaints Policy and Procedure.

11. Conclusion

Volunteers play an important and valued role in the life of Tetsworth Primary School. We are grateful for your time, enthusiasm, and commitment in helping us provide a safe, caring, and inspiring environment for every child.