

Broughton Fields Primary School



School Volunteer Policy including Student Teacher Placements & Work Experience Placements.

February 2025

Next Review Date February 2026

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1. Introduction and aims

We believe that volunteers and students provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers and students in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Broughton Fields Primary School volunteer & student policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers and student support the school's vision and values, and adhere to our policies
- Provide staff, students, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers and students

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

This policy applies to all forms of volunteering at Broughton Fields, including trainee teacher placements and school-age work experience placements.

2. Volunteers & Visitors

Visitors & volunteers may be:

- Members of the governing board
- Parents or former parents
- Former pupils
- Students on work experience
- Local residents
- Members of the school PTA
- Representatives of local groups e.g. religious establishments, local community groups, from a external provider such as a travelling theatre group or workshop provider

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

Visitor Definition:

- **Purpose:** A visitor comes to the school for a specific, often brief, purpose. This could include parents attending events, guest speakers, or individuals participating in special school activities (e.g., assemblies, supporting on day trips)
- **Involvement:** Their involvement is usually temporary and limited to a specific event or occasion. They may not regularly interact with students or staff.
- **Responsibility:** Visitors generally have no ongoing responsibilities within the school and are not directly involved in classroom or school operations beyond their scheduled visit.

Volunteer Definition:

- **Purpose:** A volunteer offers their time and skills to assist the school, often over a longer period. This might include helping in the classroom, assisting with reading or supporting regular extra-curricular activities or supporting school visits
- **Involvement:** Volunteers are more regularly involved with students, staff, and the school community. They may have consistent duties and can develop relationships with students and staff.
- **Responsibility:** Volunteers take on specific tasks or responsibilities and may be asked to help in a variety of ways, depending on the school's needs. They will require some form of training or guidance to ensure they support the school effectively and appropriately.

Anyone wishing to volunteer at the school should email the school office e-mail to make contact with the school Business Manager. They will then be asked to complete an application form (see appendix 1) which covers all basic details and asks for references. These will be reviewed by the Deputy Headteacher and, if satisfied with the contents, they will appoint the volunteer.

Following appointment, an induction of new volunteers is carried out by the Deputy Headteacher and Business Manager.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

3. Teacher Training Placements

Broughton Fields is committed to hosting student teachers for school-based placements. We work closely with Tommy Flowers SCITT, Two Mile Ash Initial Teacher Training and University of Bedford. Information

about the student and the requirements of their placement will be shared by the provider. Hosting a student teacher on placement will involve the student teacher observing classes being taught by members of the school's teaching staff. It will also involve student teachers teaching classes, in the first instance, while being observed and supported by the class teacher/student mentor. As the student teacher's competence develops, the student teacher will move to teaching classes independently in line with the student teacher's particular stage of development on their ITE programme.

The Deputy Headteacher will allocate student teacher placements in consultation with the relevant Training Provider. Student teachers will complete an induction process which will include being provided with key school policies, in particular the school's Staff Code of Conduct, Behaviour policy and Child Protection policies. The Induction process will be undertaken at the beginning of the placement, providing key information including safeguarding procedures, fire evacuation procedures, photocopier training, introductions to key personal, tour of the school, etc. See Appendix 6 for a full induction list.

For the duration of the student teacher placement, the class teacher/mentor will be responsible for day-to-day support and guidance for the student teacher's progress and the completion of lesson observations, assessments and weekly mentor meetings. The Deputy Headteacher will communicate directly with the relevant Training Provider to ensure the requirements of the student placement are fulfilled by Broughton Fields Primary School.

The relevant Training Provider has policies and procedures in place should the student teacher placement not be progressing as expected. This includes procedures for reporting Cause for Concern to engage appropriate support from the Training Provider and procedures to end a placement should Broughton Fields Primary School deem this an appropriate course of action.

4. Work Experience Placements

Broughton Fields is committed to supporting local Secondary Schools and Further Education Settings by hosting work experience placements. When Work Experience enquiries are received, a Work Experience Application Form (Appendix 4) is sent for completion by the Student, School Tutor and Parent/Carer.

This application form ensures Broughton Fields has all the necessary personal information, medical/allergy information and physical/mental health information. This enables Broughton Fields to work with the student and Education setting to ensure a supportive and suitable environment can be provided to ensure the work experience placement can be successful.

Once a Work Experience Placement has been agreed, the Deputy Headteacher communicates directly with the Secondary/Further education setting to sign Health and Safety and Safeguarding declarations sent by the Secondary/Further education setting. This outlines the responsibilities of Broughton Fields in providing a Work Experience Placement for a student under 18 years old. The Work Experience Coordinator details are kept by the Deputy Headteacher for communication throughout the placement. The Deputy Headteacher is responsible for communicating any safeguarding concerns directly to the named Work Experience Coordinator. The Deputy Headteacher is responsible for communicating any cause for concerns relating to the progress of the placement directly to the named Work Experience Coordinator.

An Induction Interview is held before the student begins their work placement where the Volunteer Code of Conduct (Appendix 5) and Volunteer Induction Checklist (Appendix 6) are shared and the Induction Checklist is begun.

5. Parent Teacher Association (PTA)

We are fortunate at our school to have an active PTA made up of a committed group of parents. Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff and parents together in support of the school, working towards a common goal.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the Broughton Fields Primary School PTA when their child joins our school.

The PTA has a core committee. The Committee meet on a regular basis usually once per term, with further meeting and working groups meeting as necessary when they are planning larger events. Meetings are held in school during the evening and are attended by the Deputy Headteacher.

It has been agreed that the school will conduct enhanced DBS checks with a barred list check on Committee Members and active members of the PTA. Further volunteers are always supervised by the PTA Committee and the Deputy Headteacher.

The PTA Constitution is adopted annually. The committee adopt Parent Kind Policies which outlines the code of conduct for PTA members.

6. Safeguarding

Visitors from another organisation and those on student placements (except work experience placements) are asked to provide an Enhanced DBS if this is in place through their organisation. Details of their DBS number are kept in the School DBS Data File.

Volunteer details are added to the Single Central Record (SCR).

Safeguarding our pupils is of paramount importance, and all volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on regular volunteers who will work either 1-on-1 with pupils unsupervised or with groups of pupils unsupervised.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.

Consider, following a risk assessment, whether occasional volunteers or those who will not work unsupervised, require an enhanced DBS check to be carried out. The risk assessment will consider:

- The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
 - Require volunteers to agree and adhere to our code of conduct (See Appendix 5) and to read, and adhere to, the school's policies on:
 - Child Protection & Safeguarding Policy
 - Mobile Phone Policy
 - Online safety Policy
 - Behaviour Policy

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues. A comprehensive application form is completed for any volunteers under the age of 18, which details any medical information, parent contact details, professional tutor contact details. See Appendix 4.

7. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. Induction training for **all volunteers** includes:

- Health and Safety.
- Safeguarding, including the Prevent duty.
- Confidentiality.
- Fire.

Training requirements will be determined by the headteacher, or the appropriate member of staff. See Appendix 6 for a full induction list.

8. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the Deputy Headteacher or Headteacher. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

9. Conduct of volunteers

Volunteers must comply with the Code of Conduct set out in appendix 5 of this policy.

10. Expenses

The school does not foresee the need for volunteers to incur expenses, volunteers may receive reimbursement for pre-agreed expenses where appropriate.

11. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

12. Data protection and record keeping

All data will be kept in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools (for maintained schools).

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

13. Monitoring and review

This policy has been approved by the Governing Board and will be reviewed bi-annually.

14. Links to other policies

This volunteering policy is linked to our:

- Child protection and Safeguarding Policy
- Mobile Phone Policy
- Online safety Policy
- Behaviour Policy

Appendix 1: Volunteer application form



School Volunteer Application Form

Please complete this form in pen and return to the school office.

Personal Information

Full Name: _____

Date of Birth: _____

Phone Number: _____

Email Address: _____

Address: _____

City: _____

Postcode: _____

Emergency Contact Information

Please provide contact information for two emergency contacts:

Name: _____

Relationship to you: _____

Phone Number: _____

Name: _____

Relationship to you: _____

Phone Number: _____

Are you related or have a personal relationship with any governor, pupil or employee at Broughton Fields Primary School? Please give details.

Medical/Allergy Information

Please list any existing medical conditions or allergies (e.g., asthma, epilepsy, diabetes, heart conditions, food allergies, etc.) that may require special consideration.

First Aid and Emergency Care

In case of an emergency, please provide instructions for first aid or medical care required for any specific conditions (e.g., how to use an epinephrine pen for allergies, steps for managing asthma attacks, etc.).

Physical or Mental Health Considerations

Please indicate any physical or mental health needs (e.g., mobility issues, anxiety, etc.) that may require special arrangements or accommodations.

This section ensures that all relevant medical information is easily accessible, promoting safety and enabling quick action in the event of an emergency.

Volunteering Details

When are you available to support in school? (Please indicate as many options as possible)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

What skills/areas are you interested in volunteering in?

(Please include any experience working with children, volunteering, hobbies, or any other relevant skills.)

Do you have any special requirements or considerations we should be aware of or any specific activities you are unable to support?

(For example: dietary restrictions, accessibility needs, or other accommodations.)

References:

Please nominate two character referees who have known you for at least two years and who are willing to be approached by us. These can include employers, or previous employers, Headteacher/Course Tutor, or a person in a responsible position.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relation to the applicant	Relation to the applicant:

Applicant Declaration

I confirm that the information provided on this application form is accurate to the best of my knowledge.

Signature: _____

Date: _____

Thank you for taking the time to complete this application. Please hand it to the school office.

For School Use

DBS applied for		DBS received	
Reference 1 requested		Reference 1 received	
Reference 2 requested		Reference 2 received	
ID check required/completed			
Prohibited from profession check			

Appendix 2: Volunteer reference form – Employer Reference



School Volunteer Confidential Reference Form

Volunteer Name: XXX

The person named above has applied for a volunteer role at Broughton Fields Primary School. We would be grateful if you could provide a reference to support their application.



General Information

How long have you known the applicant?	
Your relationship to the candidate e.g. employer, Course Tutor, etc.	
Current position held by the candidate	
Main duties and responsibilities	
Current or Leaving salary/grade	
Has this candidate ever been subject to any kind of disciplinary action/procedures or capability procedures whilst in your employment? (If yes, please give details including any written/oral warnings.)	
Have you or your colleagues ever had any cause for concern about this person's behaviour or judgement particularly in relation to working with children?	
Please comment on the candidate's main strengths and weaknesses.	

Please tick the box that most closely matches the candidate's performance in this area:

	Very Good	Good	Satisfactory	In Need of Improvement	Please comment if you have indicated that this is an area for improvement
Attendance					
Punctuality					
Organisation Skills					
Record Keeping					
Relationships with children					
Relationships with colleagues and parents					
Commitment					
Communication skills					
Flexibility					
Professional manner					
Enthusiasm					
Personal presentation					

Any other relevant information or comments:

Name..... Position/job title.....

Signature..... Date.....

Please return to Rachel Timms, School Business Manager, Broughton Fields Primary School, Milton Road, Broughton, Milton Keynes, MK10 9LS. References may be emailed to the school office@broughtonfieldsprimary.org.uk.

Please return your reference to arrive as soon as possible. Thank you.

Appendix 3: Volunteer reference form – Character Reference



School Volunteer Confidential Character Reference Form

Volunteer Name: **XXX**

The person named above has applied for a volunteer role at Broughton Fields Primary School. We would be grateful if you could provide a character reference to support their application.



Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.

This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.

How long, and in what capacity, have you known the candidate?

How would you describe the candidate?

What do you consider to be the candidate's strengths or skill set?

Why do you think the candidate will be suited to this particular volunteering role?

Do you believe the candidate to be an honest and reliable person? If you have any concerns, please tell us about them.

Referee details:

Name..... Signature..... Date.....

Please return to Rachel Timms, School Business Manager, Broughton Fields Primary School, Milton Road, Broughton, Milton Keynes, MK10 9LS. References may be emailed to the school office@broughtonfieldsprimary.org.uk.

Please return your reference to arrive as soon as possible. Thank you.

Appendix 4: Under 18 years, work experience application form



Work Experience Placement Application Form

Please complete this form in pen and return to the school office.

Personal Information

Full Name: _____

Date of Birth: _____

Phone Number: _____

Email Address: _____

Address: _____

City: _____

Postcode: _____

Emergency Contact Information

Please provide contact information for two emergency contacts:

School/College Information

Current School: _____

Year Group: _____

Placement Primary Contact: _____

School Address: _____

School Phone Number: _____

Name: _____

Relationship to you: _____

Phone Number: _____

Name: _____

Relationship to you: _____

Phone Number: _____

Medical/Allergy Information

Please list any existing medical conditions or allergies (e.g., asthma, epilepsy, diabetes, heart conditions, food allergies, etc.) that may require special consideration during the placement.

First Aid and Emergency Care

In case of an emergency, please provide instructions for first aid or medical care required for any specific conditions (e.g., how to use an epinephrine pen for allergies, steps for managing asthma attacks, etc.).

Physical or Mental Health Considerations

Please indicate any physical or mental health needs (e.g., mobility issues, anxiety, etc.) that may require special arrangements or accommodations during the work experience.

This section ensures that all relevant medical information is easily accessible, promoting safety and enabling quick action in the event of an emergency. It's important that parents or guardians provide complete and up-to-date details.



Placement Details

Preferred Placement Dates (Please provide specific dates or a range of dates):

From: _____ To: _____

Are you available to work for the full duration of the placement? (8.15am – 3.30pm)

(Yes/No)

If no, please provide details:

Why do you want to apply for a work experience placement at our school?

(Please briefly explain your reasons, e.g., interest in teaching, working with children, career aspirations, etc.)

What do you hope to gain from this work experience?

(For example: learning about classroom management, understanding child development, helping with lessons, etc.)

What relevant skills, interests, or experiences do you have that may contribute to this placement?

(Please include any experience working with children, volunteering, hobbies, or any other skills you feel are relevant.)

Do you have any special requirements or considerations we should be aware of during the placement?

(For example: dietary restrictions, accessibility needs, or other accommodations.)

Parental Consent

I, the undersigned, give permission for my child to participate in a work experience placement at Broughton Fields Primary School.

Parent/Guardian Name: _____

Signature: _____

Date: _____

References

Please provide the contact details of one referee (e.g., a teacher, mentor, or community leader).

Referee Name: _____

Relationship to you: _____

Phone Number: _____

Email Address: _____

Applicant Declaration

I confirm that the information provided on this application form is accurate to the best of my knowledge. I understand that submitting this form does not guarantee a placement, and I will be notified of the outcome of my application by e-mail.

Signature: _____

Date: _____

This form provides the necessary information for a primary school to assess an applicant for a work experience placement, helping ensure the student is placed in a supportive and suitable environment.

For School Use Only

Date Application Received: _____

Date Reference Received: _____

Completion of School/College Forms: _____ (Date/Completed by)

Placement Safeguarding Lead: _____ (School/College Contact)

Placement Confirmed: (Yes/No)

Placement Dates: _____

Placement Coordinator: _____

Additional Notes: _____

Appendix 5: Volunteer Code of Conduct

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
 - 1.1.1. Child protection & Safeguarding
 - 1.1.2. Online Safety
 - 1.1.3. Mobile Phones
 - 1.1.4. Data Protection
 - 1.1.5. Health & Safety
 - 1.1.6. Behaviour
 - 1.1.7. Equality
 - 1.1.8. Whistle-blowing
- 1.2. Copies of the school policies are either available online or from the school office

2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, the Deputy Headteacher.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you" and must be agreed by the class teacher beforehand.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. Posters around school identify these staff members.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
- 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer signature

X

Date

X

Volunteer name (please print)

Appendix 6: Volunteer Induction Checklist



School Volunteer Induction

Volunteer Name _____

This checklist will guide you through the essential steps to ensure a smooth and successful induction as a volunteer. Some of these actions may be introduced during induction, to be completed throughout the first few days in school ~~and~~ use of the photocopier.

1. Introduction to the School Environment

- ☐ **Meet the Key Staff Members:** Headteacher, Volunteer Coordinator, Class Teachers, Support Staff
- ☐ **Tour of the School:** Including classrooms, staffroom, toilets, emergency exits, and first aid areas
- ☐ **Introduction to the Volunteer Role:** Discuss responsibilities, expected time commitments, and location of the role






2. Health and Safety Training

- ☐ **Emergency Procedures:** Security procedures, fire drills, evacuation routes, emergency contacts
- ☐ **Child Protection/Safeguarding:** Understanding your role in keeping children safe, reporting concerns
- ☐ **First Aid and Medical Procedures:** First Aid trained staff, accident reporting
- ☐ **Risk Assessment:** Identifying and minimizing risks related to activities you'll be involved with
- ☐ **Manual Handling Procedures:** PE Equipment, Science, DT, Forest School



3. Child Safeguarding and Welfare

- ☐ **Child Protection Policy:** Review and sign the safeguarding policy
 - ☐ **Reporting Concerns:** Clear steps for reporting safeguarding concerns, including who to contact
 - ☐ **Safeguarding DSLs:** **DSL: Miss Hayley Hughes, Acting Headteacher**
Deputy DSL: Mr Steve Rae, Acting Deputy Headteacher
 - ☐ **Confidentiality Agreement:** Understand that any personal/sensitive information you encounter remains confidential
 - ☐ **Code of Conduct:** Review expectations for volunteer behaviour, including respectful interaction with students
 - ☐ **Online Safety (if relevant):** Guidance for volunteers in line with school policy
-




4. Practical Aspects of Volunteering

-  **Volunteer Schedule:** Confirm dates and times, signing in and out procedures, procedure for absence
 -  **Uniform or Dress Code:** Clarify dress expectations
 -  **Supervision and Boundaries:** Clarify who you'll be working with and what supervision will be in place
 -  **Use of School Resources:** Use of computers, photocopier, laminator
 -  **Location of shared facilities:** Parking arrangements, lunch, tea/coffee
-




5. Training and Support

-  **Ongoing Support:** Identify the point of contact for support, and arrange check-ins if needed
 -  **Training Needs:** Any further training required for your role (e.g., working with children with special needs, specific teaching methods)
-

6. Communication

-  **Communication Channels:** How to stay in touch (email, phone numbers)
 -  **Behaviour and Expectations in the Classroom:** Understanding student behaviour expectations
 -  **Reporting Progress or Issues:** How to report any challenges or observations during your volunteering
-

7. Legal and Policy Documents

-  **Volunteer Code of Conduct:** Sign the volunteer code of conduct outlining your responsibilities
 -  **Disclosure and Barring Service (DBS) Check (if applicable):** Ensure clearance for working with children
 -  **Insurance Coverage:** Confirm that you're covered for activities in your role
-

Thank you for your commitment to making a positive impact in our school community!