



VOLUNTEER INDUCTION PACK

Oakfield Community Primary School

Where learning, laughter, challenge and community responsibility are encouraged and celebrated!

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Dear Colleague,

Welcome to Oakfield Community Primary School, part of The Galaxy Federation.

I am incredibly proud to be the Executive Headteacher of this wonderful school, and I hope, as you settle in over the next few weeks, that you too will come to realise what a special place this is.

Our key aim is of course to ensure every child leaves our school fully equipped for secondary education and beyond, but on the way we must ensure we keep our children safe, secure and happy.

This induction pack is the first step in ensuring that as a member of the Oakfield Team, you know exactly what I expect of you. If there is anything you need to know, it is your responsibility to ask. We will endeavour to give you as much information as possible, but it is always the case that the obvious questions are often left unanswered...

I like the team to work hard and take their roles in school incredibly seriously. Whether you are a support assistant, a new member of the admin team, a class teacher, senior leader or volunteer you have an equally important part to play in the success of our school. Along with hard work comes a huge amount of fun and massive rewards.

Enjoy your time at Oakfield and I look forward to working with you in the future.


Garry Ratcliffe
Executive Headteacher



Name:		
Role:		
Date of Placement:		
General	Detail	Completed
Signing In/Out	Please use the signing-in machines located in the main entrance	
Start/Finish Time		
Lunch Break		
Work Location		
Key Member of Staff		
Tour of Premises		
Fire Exits/Procedures	Please familiarise yourself with written procedures	
Staffroom		
Cloakroom/Toilets		
Smoking Policy	There is no smoking within the school grounds	
Dress Code	Smart casual. No jeans, strappy tops or backless shoes.	
Mobile Phones	Please switch off when working with the children	
Confidentiality	Agreement to be signed	
School Policies	Available on the school website	
Guidelines & Procedures	See page 6	
Health & Safety		
Personal Responsibility	Health and Safety is your own responsibility Do not put yourself in a position where you are likely to be injured or cause danger to others.	
House Keeping	All areas should be kept tidy to prevent slips, trips or other hazards	
First Aid	First aid boxes are located in every classroom, the Care Suite and in the School Office	
Accident Reporting	Accidents involving children should immediately be reported to the class Teacher or AT. If you are involved in an accident, however seemingly trivial, please go to the School Office immediately where it should be recorded on an Accident Form	
Machinery & Equipment	Please do not operate machinery or equipment you are not familiar with Faulty machinery should not be reported to the office – do not attempt to repair it	
Risk Assessments	Where necessary these will be carried out by school staff	
Manual Handling	Please do not lift any awkward or heavy articles	
Special Care	e.g. Animal Handling is at your own risk	

Induction completed:

Date: _____ Signed: _____

SLT: _____

Please tear here

Name:	
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Address:	
Home Tel. No:	
Mobile Tel. No:	

Email address:	
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Do you have any known allergies/medical conditions that we should be aware of? YES/NO	
If YES, please give details:	

Please give details of a relative or friend who may be contacted in the event of an emergency.

Name:	
Address:	
Home Tel. No:	
Mobile Tel. No:	

If you are student please give the following details:

Who you are studying with:	
Course name:	

As members of staff you have a duty to be confidential.

Confidentiality at Oakfield covers any aspect of work undertaken, or information gained whilst at work regarding: children, families, staff and school operations.

- All workers in school are bound by rules of confidentiality.
- Please do not discuss anything you see or hear in the classroom with anybody other than the class teacher or senior manager.
- Adults should be sensitive when discussing an individual child’s behaviour in the presence of another child.
- Only teachers and assistant teachers are allowed to discuss a child with their parents/guardians.
- Unless you are the class teacher, you should not report on a child’s progress to its parents/guardians as you may not know all the circumstances.
- If you have any concerns about a child, they should only be raised with the class teacher or senior manager.
- The class teacher should be consulted before the taking of and use of photographs and video recordings in school.
- We do not allow comments, photos or videos regarding children, families, staff or school operations to be posted onto online websites, i.e. Twitter and Facebook. It is a breach of our data protection and of child safety.
- We should ask you to abide by the above statements both during and after your time working in the school.

Please sign this form to confirm that you have read and accept these statements.

Name:

Signed:

Date [][] / [][] / [][]

- Anyone over the age of 18 will be required to undertake a DBS check.
- You will be taken through an Induction before you start working at the school.
- You will be required to sign a confidentiality agreement.
- On arrival please sign in at Reception and collect a name badge/sticker, which should be worn at all times during your volunteering session. When leaving the school building, please also sign out.
- If you are unable to come in for your usual sessions, please could you phone the school (01322 220831) and leave a message to be passed on to the class teacher.
- Volunteers are not expected to cover lunch duties.
- Please make use of the staff room during breaks.
- When you are in school as a volunteer, you will be treated as a fellow worker and the expectation is that you will conduct yourself as part of the school working team.
- When not volunteering, but visiting the school, you will be treated in the same regard as all other parents/carers or visitors.
- If you have children in the school and are volunteering, please drop them off as you would on any other day, rather than taking them into their class.
- If you have children in the school, please only discuss issues relating to them with their teacher or AT in the normal way and not during the time when you are visiting in school.
- Volunteers should not administer medication or first aid.
- Volunteers should refer to the teacher or assistant Teacher they are working with for direction on all occasions.



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