

## Contact details

### The Bellbird Primary School

Headteachers: Mrs L. Corrall and Mrs H. Darrell  
Address: Link Road, Sawston, Cambridgeshire, CB22 3GB  
Telephone: 01223 833216  
Office Manager: Mrs D. Baslington  
Email: [office@thebellbird.cambs.sch.uk](mailto:office@thebellbird.cambs.sch.uk)  
Website: [www.thebellbird.cambs.sch.uk](http://www.thebellbird.cambs.sch.uk)

***Once again, thank you for finding some spare time to come and volunteer in our school. If you have any further questions, please contact the office and the staff will be happy to help.***



## The Bellbird Primary School

### Volunteer Leaflet



Thank you so much for volunteering at The Bellbird. We welcome volunteers to work with us in school to support and enrich our childrens' learning. If, after helping, you feel you have any other particular skills that could add to our wider curriculum (for example running a club or providing an opportunity for children that isn't already catered for), please feel free to contact the school office and let us know.

We hope this handbook will help inform you of some of our procedures and aims. The Bellbird is a friendly, supportive and hardworking team and we hope your time with us is rewarding and happy.

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with the children at The Bellbird.

#### **Our Vision**

*'Soaring to Success'*

- Be yourself
- Express yourself
- Enjoy yourself
- Challenge yourself
- Work for each other
- Look after yourself

## Your role



Please do:

- ✓ Be positive and praise the children
- ✓ Treat all children equally and with respect and expect to be treated with respect
- ✓ Report any potential child protection issues with one of the CP Officers (see below)
- ✓ Refer any behaviour management issues to the class teacher
- ✓ Speak to the class teacher if you have any general concerns
- ✓ Report any Health and Safety Issues to the Headteachers
- ✓ Be punctual
- ✓ Advise office as soon as possible if you are not going to be in school
- ✓ Provide a positive role model for children in terms of language, dress code and behaviour
- ✓ If you have finished what you have been asked to do, please feel free to ask what you can do next – there will be plenty!
- ✓ Enjoy working with the children

## Child Protection procedures

If whilst working with a child you become concerned about:

- comments made to you
- marks or bruises
- changes in behaviours or
- disclosure of sensitive information

Please report these concerns to the class teacher immediately or if they are not available to a Designated Member of Staff for Child Protection (Mrs Corral, Mrs Darrell, Mrs Martin or Mrs Dix). Do not speak with anyone else about what has been disclosed or what your concerns are.

## Safeguarding

Volunteers must sign in the Visitors' book located at the office at the beginning of the session and sign out at the end. Collect a visitor sticker from the office and wear it to show the staff and children you have authorisation to work in school. Whilst in school please do not open the outside doors to anyone other than recognised staff and pupils.

## Confidentiality

The School's confidentiality must be maintained at **ALL** times. No child, named or otherwise, can be discussed outside of school. If a parent/carer approaches you to discuss an incident or pupil progress, you must direct them to speak to the class teacher. Do not make any other comment as this would be highly inappropriate. Confidentiality also applies to details about members of staff.

## School Hours

Doors/gates open at		8.45am
FS/KS1 & 2 start of school day		8.55am
Morning break FS/KS1		10.20 – 10.40am
	KS2	10.50 – 11.10am
Lunchtime	FS/KS1	11.45 – 12.45pm
	KS2	12.15 – 1.15pm
End of the day	FS/KS1	3.15pm
	KS2	3.20pm

If your volunteer session is in the morning, please arrive a before the session starts so that the class teacher can let you know what to do.

