



SUNNYFIELDS PRIMARY SCHOOL

Rose Crescent
Scawthorpe
Doncaster
DN5 9EW

Mrs N Gatt
Acting Head Teacher

Mr M Hobbs & Mrs L Laycock
Co-Chairs of Governors

Wednesday, 15 January 2025

Volunteer Induction Booklet

At Sunnyfields Primary School we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

SUNNY SIX



COMMUNICATE



INDEPENDENCE



RESILIENCE



CREATIVE



PROBLEM
SOLVER



TEAMWORK

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www.sunnyfields.doncaster.sch.uk



Respect

Challenge

Enquiring minds

Confidence

Welcome to Sunnyfields Primary School and thank you for volunteering to help us in school. This induction pack is for all new volunteers and will help you settle in quickly. There may be other things that you need to know, so please just ask a member of staff who will help you or point you in the right direction. Our school values are so important to us and help us work together as a successful team.

AT SUNNYFIELDS PRIMARY SCHOOL WE AIM TO ENCOURAGE EACH CHILD TO:

- Develop social, moral and physical values that enable them to respect, appreciate and care about the needs and feelings of others.
- Respond to challenges and work to their maximum capacity in all areas of a broad and balanced curriculum, feeling valued for their achievements.
- To develop an inquiring mind with the ability to question and think for themselves and express themselves confidently in all areas.

INFORMATION

1. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school operates a stringent Safeguarding Policy, in line with The Local Authority. On application to be a volunteer, references will be required and, you will be asked to complete an Enhanced DBS (Disclosure and Barring Service) check. Any welfare issues must be referred to a member of staff immediately. They will advise whether this needs to be referred to the Designated Persons, namely Mrs N Gatt, the Acting Headteacher OR Miss K Brownson, the SENCO. Information about Safeguarding and Whistleblowing can be found in the School Policy File. It is every person in the School's responsibility to be vigilant about child protection. In this school, all staff, volunteers and Governors are encouraged and supported to report all concerns.

2. Signing in

Please make sure you sign in using the electronic sign-in system and request a visitor badge to wear, so people know you are a visitor or volunteer.

3. Working in our school

When working in a school, you are always under the supervision of a staff member and should, for your protection, be in sight or earshot of them. Please do not take a child or group into a room alone.

4. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour please tell one of our staff immediately who will deal with the child appropriately.

5. First Aid

First Aid equipment is available in the school office and there is a list of qualified First Aiders in the entrance hall and office on the board. Lorraine Herring is our lead First Aider. All staff have undergone basic first aid training. If a child hurts themselves please notify a member of staff immediately.

6. Emergencies - fire

Wherever you are working in the school, it is for your safety that you ascertain where the nearest fire exit is. In the case of fire, a loud klaxon will be heard. You should leave the building via the nearest exit and assemble on the KS2 playground next to the overflow car park.

7. Refreshments

You are welcome to join us as a volunteer, in the staff room at break times.

8. Confidentiality

All information regarding pupils and staff must remain confidential. Please abide by the information-sharing protocol in the staff room. Discussing pupils or any school business on social media is strictly forbidden

9. Dress Code/Mobile Phones/Facebook

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest-length dresses/skirts. Mobile phones are to be switched off or put on silent when in school and only used during lunchtime or break times. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

10. Policy documents

Essential documents are available on the school website and from the school office.
Please see:

Keeping Children Safe in Education, Safeguarding Policy, Behaviour Policy, Bullying Policy, Mobile Phones and Social Media Policy, Whistle Blowing Policy, Health and Safety Policy, Fire Procedures.

11. Website information

First visit to our school website www.sunnyfields.doncaster.sch.uk where you will find lots of useful information.

The School Day

8.35 am	School gates open for pupils
8:50 am	Registration
10.30-10:45 am	BREAK
11.45-12:30 pm	Nursery LUNCH
12.00-1.00 pm	EYFS – Year 6 LUNCH
3.30 pm	End of school day

*We hope you have a very happy and fulfilled time at Sunnyfields Primary School.
If you have any questions or are not sure about anything during the school day, then please
don't hesitate to ask the office staff, the Headteacher or another member of staff,
who will be happy to help you.*

INDUCTION CHECKLIST FOR VOLUNTEERS

Name _____

Start Date _____

Name of Staff Induction Person _____

Induction Element	Tick and initial on completion	Notes
Day One		
Meet with person responsible for placements for an introduction to the school		
Check DBS and identity on the first visit		
Show how to sign in/out		
Information shared regarding Safeguarding and Designated Person		
Information shared regarding confidentiality and information-sharing protocols		
Meet member(s) of staff who you will be working with and be shown the tasks expected and where you will be working		
Tour of the school and facilities		
Emergency procedures and security procedures		
Use of personal mobiles, dress code and code of conduct		

Health and safety aspects relating to the individual's work environment and the whole school		
School behaviour and rewards systems understood		
Essential policy documents (in folder or on website) to be read: Behaviour Policy Bullying Policy Health and Safety Policy Keeping Children Safe in Education Safeguarding Policy Whistle Blowing Policy Fire Procedures		

I _____ (name) confirm that I have read and understood all the aspects of my induction and I hereby agree to conform to all the school policies and practices.

Signed: _____

Date: _____