

# Questions to ask when volunteering in a school

**Your first visit will be a combination of nerves and excitement. It is easy to forget to ask basic questions about your time in the school. A lot of these questions should be answered during your Induction. Make sure you know the answer to these questions:**

- Where should I park?
- Where do I sign in?
- Where are the adult toilets?
- What happens in a fire drill?
- What is the dress code?
- Who do I report to on arrival?
- Where can I make a drink at break/lunchtime?
- Who are the designated safeguarding officers?
- What number do I call if I am unwell on the day I am due to visit?
- How do the children address adults they work with?
- Where are the First Aid kits located?
- What are the timings of the school day?
- Is there a safe place to leave personal belongings during the day?
- How can I access information shared with parents so that I can keep up-to-date with school life?
- What is the school behaviour policy? (This is important as you will need to use the same language and rewards, e.g. stickers/house points.)

## Important things to know about safeguarding

The children's safety and welfare come before everything else. Whilst in school, you will be expected to model and promote your commitment to safeguarding children in all aspects of work and conduct, including the use of social media. Before your visits commence, you must ensure that the school have completed a DBS clearance check for you.

The school will have a safeguarding policy which you must be familiar with. You also need to read the

Department of Education's *Keeping Children Safe in Education Part 1*. The school may also ask you to read their code of conduct and data protection policies as you may have access to personal pupil information.

Make sure you ask a member of the school leadership team if you are unsure about anything in these policies. For your own and the children's safety and protection, ensure you:



**Never use your mobile phone or camera during school visits.**



**Never accompany a child on your own somewhere or have unsupervised contact with a child.**



**Never disclose personal information to any child.**



**Never promise confidentiality if a child discloses anything of concern to you.**



**Share any concerns about a child, or an adult's behaviour, with the school's designated safeguarding officer.**

For further ideas or help please contact: [discipleshipenablers@oxford.anglican.org](mailto:discipleshipenablers@oxford.anglican.org)