



Students, Volunteers and Relief Staff – Guidance Policy



We are pleased to welcome you to our nursery/school and hope you enjoy your time with us. We will welcome you to our team and hope that you are able to approach us with any questions or for support with anything that is unclear.

Timings: Nursery 9am – 3pm P1-7 9am-3.15pm

Morning break: 10.30-10.45am Lunch P1-7 12.30 – 1.30pm

Students should make arrangements with their class teacher or mentor on what time they should arrive and leave at.

Security

All visitors are asked to sign in at the School Office and to wear a visitors' badge. If you have a college or University ID badge you should also wear this.

Child Protection- Role of all staff and volunteers

If you have any concerns about the safety/wellbeing of a child you should share this with the class teacher or Senior Early Years Practitioner in Nursery. The Child Protection Coordinator in our school is Moira MacIver, Head Teacher. Kay McAra (DHT and HT on a Friday) is the Deputised Senior Manager for Child Protection. In her absence any concerns should be reported to one of the other Depute Head Teachers.

If no-one in the management team is available, then the Joint Police and Social Work Child Protection Unit at Bucksburn, 01224 306877, should be contacted. Emergency Out of Hours Social Work is: 01224 693936. If you believe a child is at immediate risk you should call 999 or 101 immediately.

Listen to a child if they want to talk to you. Don't ask leading questions or promise to keep it a secret but try to comfort him or her and tell them you are there to listen, without making any judgements. Please refer to our policy which is available on our website [w Child Protection and Safeguarding Policy 2025.docx](#) Volunteers must have completed the following training;

- Please read the [Parents Volunteering in Schools Toolkit 2023- 2024.pdf - Google Drive](#)
- Please watch the [Induction Film](#)
- Please complete the [GIRFEC module pdf \(3\).pdf - Google Drive](#)

Confidentiality

Please also refer to our [Confidentiality Policy](#)

Confidentiality is imperative when working in a school. You must not share any information about a situation, pupil, family or others working in the school with anyone beyond our school staff. You should use your discretion if you are approached by a parent and direct them to the teacher or other relevant member of staff if they have any queries.

Behaviour

We invite you to compliment children on good behaviour and support small scale misbehaviour such as fall outs over sharing amongst children. Negative behaviour should be reported to a member of school staff.

Fire Alarm

Please familiarise yourself with the fire exits in each of the areas you will be working in. When the fire alarm sounds you should leave the building by the nearest exit. You should follow the rest of the nursery team/class to the relevant muster point and ask where meeting points are for each of the areas you will be in. If you notice a fire, please break the glass on the nearest fire alarm to raise the alarm. Do not use the lift or re-enter the building until you are told to do so by a member of management.

Staffroom

You are welcome to use the staff room and can store food in the fridge there. You are welcome to sit anywhere or use any cup and we ask that you contribute to the tea/coffee fund if making a hot drink. Please leave the staff room as you find it.

Tasks

You will be asked to support the children and staff team in many ways. If you are uncomfortable with anything you are asked to do please speak to a member of staff who can help you. The children are our priority and you should support them and interact with them whenever it is needed.

Conduct and Dress Code

We want you to be comfortable in school and with this in mind we ask you to dress smart/casual during your time with us. Please wear clothes that ensure you are appropriately covered and that you have waterproof and warm clothing with you for times when you will be outside.

We work together as a team and expect a mutual level of respect from everyone. Please be polite and friendly to all children and their families throughout your time with us.

We look forward to working with you and if you have any questions, please ask! Thank you!