



Volunteering at Eaton Primary School

Thank you for offering to help at Eaton Primary School. Contributions from volunteers make an enormous difference to our children's learning and experiences and we very much value this assistance.

For us to understand more about you, how you would like to volunteer, as well as ensuring children best benefit from voluntary work, please complete the attached questionnaire and hand in to the school office. We appreciate all offers of help however, in order to match time offered and volunteer skills / experience with children's / school needs, we may not be able to take up all offers. Should we be in a position to proceed with your offer, an in school volunteer meeting will be arranged to discuss the next steps with a member of staff.

We hope all volunteers find their time with us an enjoyable and rewarding experience. If you have any questions, please contact me.

Thank you.

Lucy Coy
Senior Teacher
Reception Class



Eaton Primary School
Volunteer Questionnaire

1. Do you have a Norfolk County Council Criminal Record Bureau (CRB) check? _____ Reference number _____ Date of check _____

Please note this (or a newly applied for CRB) will need to be seen and checked prior to taking up any placement.

2. Our policy is that we aim to place volunteers in classrooms where there are no direct relatives to our children to safeguard everyone.
Please complete the table below if this applies to you.

Child's Name	Class

3. Have you had any experience of working with children in the past? If so, what age range and experience have you had?
4. Which age range would you like to support?
5. Volunteers often help with reading, cooking, trips, craft activities etc. What kind of voluntary work are you offering?
6. Have you got any special talents or experiences that could benefit the children's learning?
7. Is there anything you would not like to do?
8. How would you respond if you were really pleased with how a child had behaved/worked with you?

9. How would you respond if were concerned with how a child had behaved/worked with you?

10. What would you do if you heard or saw something that concerned you about a child's well-being or safety?

11. Please complete the table below to show when you would be able to volunteer.

Days	Times	Notes – how often?
e.g. Monday & Friday	9:30 to 12:00 both days	Every week except 14 th July due to holiday commitment

Your name:
Class Teacher:

Child's name/s (if applicable):

Date:

Please return to your child's teacher or to the school office.

Thank you again for offering to help.

We will get back to you as soon as a placement is available.

Lucy Coy
Senior Teacher in Charge