SCHOOL DAY

8:30am Colleague briefing

08:55am School gates are opens for children

09:00am Register / Tutor Reading

09.15am Lesson 1

10:05am Lesson 2

10:55am Lesson 3

11:45am Lesson 4

12:30pm LUNCH

12:45pm Lesson 5

1:45pm Reading

2:00pm End of school day

2:30pm Colleague de-brief and preparation for next day

We hope you have a very happy and fulfilled time at The Linden Centre. If you have any questions or are not sure about anything during the school day, then please don't hesitate to ask colleagues from the office, the Head teacher or another member of the team, who will be happy to help you.

Lets make our children's learning safe and enjoyable so that they can realise their full potential.

Thank you

You are appreciated!

#NurtureDevelopEmpower

The Linden Centre

Information Flyer for Volunteers and Helpers at
The Linden Centre

The Linden Centre

www.lindencentre.co.uk

SAFEGUARDING

We are 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 Child Protection Policy, in line with Telford and Wrekin Area Child Protection guidelines.

Any welfare issues must be referred to a member of staff immediately. Staff will advise who this needs to be referred to and this must be done immediately (DSL Details can be found on posters, every staff noticeboard in every room and on the visitors badges)

Information about Child Protection, Safeguarding and Whistleblowing can be found on the noticeboard in the Staff Room/ website. If you are asked to complete a concern form – this must be done with as much detail as possible and as soon at the concern arises. Safeguarding forms can be found in the Office.

Telford and Wrekin Safeguarding PARTNERSHIP

SIGNING IN AND OUT

Please make sure you sign in the visitors' book and request a visitor badge to wear, so people know you are a visitor or volunteer. Please write the badge number in the visitors book and return it when you leave.

WORKING IN OUR SCHOOL

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

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.

FIRST AID

First Aid equipment is available in the school office and there is a list of qualified First Aiders on every noticeboard and office on the board. If a child hurts themselves please notify a member of staff immediately.

EMERGENCIES / FIRE

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire a fire alarm will be heard. If you hear the fire alarm you must leave the building through the nearest fire exit and gather at the muster point.

REFRESHMENTS

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

CONFIDENTIALITY

All information regarding pupils and staff must remain confidential. Please abide by the information sharing protocol in the open areas and offices.

DRESS CODE/ MOBILE PHONES/FACEBOOK

-SOCIAL MEDIA

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 to silent when in school and only used during lunchtimes or break times. They must be kept in lockers or in the school office. 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. Visitors must not bring any personal electrical equipment such as laptops / tablets and cameras to use with children.

POLICY DOCUMENTS

Essential documents are available on the school website and from the school office. Please see: Keeping Children Safe in Education, Safer Working Practice Policy, Safeguarding and Child Protection Policy, Prevent Policy, Behaviour and Discipline Policy, Bullying and Harassment Policy, Computing Acceptable Use Policy, Whistle Blowing Policy, Health, Safety and Welfare Policy, & Fire Procedure.