



Our vision is that each child at Etwall Primary School will know the wonder and excitement of opening doors to new experiences. They will develop the skills and knowledge to make the most of each new opportunity and have the confidence to seek their own adventures as caring, curious and ambitious individuals.

Thank you for volunteering to come into school to help Mrs Goodchild with the weekly swimming groups. We very much value parents'/carers' contributions to this part of our school life. We could not run all our swimming groups without your help and look forward to working with you.

We are delighted to share your skills and ideas so please take this opportunity to chat with us whilst in school.

What will I be expected to do?

Helen Goodchild will inform you about the organisation and expectations for your activity with the swimming group. It will involve collecting children from classes, supervising them changing and taking them back to class.

If I encounter a problem, what should I do?

We are sure that you will have an enjoyable and positive experience in school. However, whilst you are helping, problems may arise with a group or with an aspect of a child's behaviour. If this does happen, please speak to the class teacher or to Helen Goodchild straight away so that they can deal with the situation as soon as possible. They will give you any guidance that is needed. Please do not hesitate to ask about anything that you are unsure of. Please note that our actions may not be visible to others (including yourself and the other children) but we will always take the appropriate steps for each incident.

If I am concerned about a child, what should I do?

We take safeguarding very seriously at Etwall Primary. If you have any concerns about a child, speak to the class teacher or to Helen Goodchild as soon as possible. You may be asked to go and speak to Mrs Bentley who is the **Designated Safeguarding Lead**, or one of the other deputy designated safeguarding leads. These are Mrs Toynbee, Mr Ormiston and Mrs Giles. As part of your induction, you will receive a copy of our safeguarding policy and we will provide you with a link to some online safeguarding training to complete prior to starting as a volunteer. We will also meet with you to ensure that you are clear on your role and responsibility.

However, we do need to take this opportunity to remind you that complete discretion over matters arising is observed. **Any breach of confidentiality would sadly mean that we could no longer work together.** I am sure that you realise how important this is for the safety and wellbeing of the child and family concerned.

If you need to speak to the class teacher or myself about any concerns that you have, then please feel free to do so.

We look forward to working with you and thank you for the time you are going to spend with us.

Sarah Bentley and Helen Goodchild.