



5-11 Evington Drive, Leicester, LE5 5PF

Tel: 0116 2735431

## **VOLUNTEER PLACEMENT INFORMATION**

Welcome to the Land of Learning. We are pleased to have you with us as a student on placement or as a volunteer. Please read carefully the following important information as pass a signed copy to the Head teacher and keep a copy for your reference.

**SCHOOL TIMES:** 8.30am- 3.00pm

**STAFF/VOLUNTEERS/STUDENTS:** 8.30am- 3.15pm (lunch 11.45am- 12.15pm) or flexible

**School Telephone Number:** 0116 2735431

**Email:** [lolenquiries02@gmail.com](mailto:lolenquiries02@gmail.com)

If for any reason you are unable to attend please ring and let us know as soon as possible. This is essential to assist us in the smooth organisation of the school activities.

## **WORKING GUIDELINES**

### **On arrival and departure**

For each session you are present we need you to sign in and out, so that an accurate record of who is present on the premises is available at all times. Please note that coming to volunteer on time and being punctual will enable you to spend your time more valuably and efficiently.

**Health and Safety-** Please ensure that you are aware of the fire exits procedures and routes, and any health & safety risk report them immediately to the Head or a member of staff.

**Confidentiality-** It is vital that all matters discussed with children and staff remain confidential. Any matters of concern regarding and child or adult should be discussed with the Head.

**Commitment to equal opportunities-** Land of Learning is committed to equal opportunities for all and we expect everyone to be sensitive to all multicultural issues

Mobile phones- During placement hour's mobile phones must be placed on silent and stored in your coat/bag. Mobile phones must not be used whilst working with children.

What to wear- Please wear clothes that are comfortable, suitable for the work involved and sensitive to the cultures represented at Land of Learning. If you have any queries please ask the Head.

### First Aid

In case of emergencies our qualified First Aider's are all primary school staff who can be contacted directly. THE FIRST AID BOX IS AVAILABLE IN EVERY CLASS & DOWNSTAIRS IN THE MEDICAL ROOM.

### **Policies to read:**

Whilst on placement with us you will be requested to read and inform yourself of the procedures of Land of Learning, with regards to the following policies:

- Health and safety
- Child protection
- Equal opportunities
- Confidentiality
- Risk assessment
- Fire risk assessment
- Behaviour management

Other policies and procedures are available to read from the office

## **Fire Evacuation Procedure**

A fire drill must be carried out each term. Documentation must take place and any risks identified. Identified risks must be rectified within a reasonable time scale.

- ALL FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES
- All electrical appliances must be serviced regularly.

### **In the event of a fire:**

- If you notice a fire, sound the alarm immediately.

- Staff should remain calm when they hear the fire alarm; they should quickly and efficiently line the children up and guide them safely out of the building, using the most appropriate fire alarm.
- Staff should alert all visitors and direct them to the appropriate fire exit.
- The needs of those with disabilities will be considered and appropriate arrangements will be made to ensure their safe evacuation.
- Fire exits include the front and side doors of the property. Access to them from the 1<sup>st</sup> and 2<sup>nd</sup> floor is via the stairs then following the arrows on the evacuation signs.
- The fire assembly point is located at the front of the mosque (Masjid Umar); please assemble the children in a straight line against the wall.
- A designated member of staff (Head) will ensure no one has remained in the building; all the doors are closed behind her and the register with necessary child/staff records are taken out with her.
- The Head will use the office telephone or mobile to contact the relevant emergency department and liaise with them on arrival.
- Do not return to the building in any circumstances until the School Manager has been given the authorisation.
- If the building becomes inaccessible, then the children will be accommodated in the Masjid Umar classrooms.
- Any member of staff trained in using fire fighting equipment may use them in emergencies to safeguard the children and staff. To protect and provide a safe escape route. Evacuate the building and wait for the arrival of the emergency services.

**PLEASE REMEMBER WHEN YOU HEAR THE FIRE ALARM DO NOT LOOK AROUND FOR YOUR BELONGINGS OR TRY TO RETRIVE THEM.**

## **Land of Learning**

### **Volunteer details**

Name .....

Address .....

Telephone number .....

In case of emergency contact .....

Emergency contact telephone No .....

References obtained YES/NO/NOT REQUIRED

Start Date.....

I have attended the induction and read the placement notes, I agree to abide by them during my time at Land of Learning.

Signed .....

Date .....

Staff .....

Date .....