



## In-School Volunteers Key Information

### Sources of support

Mentor - Educational/child behaviour

Head of Operations – [lorraine@numberchampions.org.uk](mailto:lorraine@numberchampions.org.uk) – Anything!

Operations Coordinator – Julie on [admin@numberchampions.org.uk](mailto:admin@numberchampions.org.uk) – Admin  
(Camden or Islington only) School logistics – Area Leader

### Safeguarding and Health & Safety

The school should give you an induction on:

1. how to report any concern to the school's DSL (Designated Safeguarding Lead).
2. school-specific issues.
3. Health & Safety – e.g. fire alarms and reporting injuries
4. Where to find maths resources

If this does not happen when you start in the school, please contact us.

If you have a safeguarding concern

- Reassure the child. Do not investigate further.
- Report to the school's DSL (Designated Safeguarding Lead) and/or teacher on the same day.
- **AND** email, as soon as possible after reporting to the school, the concern to the NC Safeguarding Lead, DJ Hanson - [safeguarding@numberchampions.org.uk](mailto:safeguarding@numberchampions.org.uk)

### Administration

- Please tell the school if you cannot attend on a particular day. If you can offer an alternative day, that would be very helpful.
- Track the number of sessions you do. We ask you for this information each term and need this for record-keeping with the school.

### Children

- Number Champions or the school will provide you with teachers' email addresses. Contact the HoO if you are missing this information
- Children's information, supplied by teachers, including curriculum areas the child is struggling with and realistic targets will be sent to you.
- Plan weekly session using our **Curriculum Checklists** and update the '**Session Tracker**' after each session for each child. Both are on our website under '[Resources - Managing your sessions](#)'. For further help and advice (and ideas!) contact your Mentor.
- Email the teacher the tracker plus additional updates on progress at least every half term. If you need to see the teacher – you can email them to arrange a time.
- If a child seems to have problems beyond your capability to help, please discuss with the Mentor and raise with the teacher. Learning difficulties can go unrecognised, and you are helping the child by making the school aware of the possibility.
- Explore the resources on our website and ask for advice from your Mentor, fellow volunteers, and the teachers. Even if you don't need support from your Mentor, please update them periodically. And share your success stories! WhatsApp groups exist for each school.

***Thank you. We hope you enjoy your volunteering!***