



## **PTFA Bingo Event – Volunteer Role Overview**

### **Purpose of the Role**

Volunteers play a vital role in ensuring PTFA Bingo events are welcoming, well organised and safe. This guidance outlines the key responsibilities and expectations for volunteers supporting Bingo events held at Blackrod Primary School.

### **Key Responsibilities**

#### 1. Event Setup

- Help prepare the hall and seating areas
- Set up bingo books, pens, prizes and refreshments
- Support access arrangements and ensure clear walkways and exits

#### 2. Welcoming and Supervision

- Greet attendees in a friendly and respectful manner
- Support the smooth running of the event throughout the evening
- Maintain awareness of the environment and report any concerns to the event lead

#### 3. Bingo Support

- Assist with selling bingo books or tickets if required
- Help check winning cards and distribute prizes
- Support the caller or event lead to keep the event running smoothly

#### 4. Refreshments

- Serve drinks or snacks in an organised and hygienic manner
- Ensure any spills or hazards are dealt with promptly

#### 5. Safeguarding and Safety

- Maintain awareness of children who may be present at the event
- Report any safeguarding concerns immediately to the event lead or a member of school staff
- If a child makes a disclosure, listen carefully, reassure them, and pass the information promptly to a Designated Safeguarding Lead (DSL) or member of staff
- Do not ask leading questions or promise confidentiality
- Ensure fire exits remain clear and accessible

#### 6. Pack Down

- Help tidy the hall and return equipment



- Support safe departure of attendees

### **Safeguarding, Behaviour and Linked School Policies**

All PTFA volunteers are expected to act in line with Blackrod Primary School policies and support the school's commitment to safeguarding and respectful behaviour.

Volunteers should familiarise themselves with the following policies, available on the school website:

- Safeguarding and Child Protection Policy
- Relationships and Behaviour Policy (including The Blackrod Way)
- School Policies – overview page

Children attending school events are expected to follow The Blackrod Way, and volunteers play an important role in supporting these expectations.

### **Behaviour and Respect at Bingo Events**

Volunteers should expect the same level of respect and appropriate behaviour at PTFA Bingo events as a member of school staff would.

In return, volunteers are expected to:

- Model courteous, respectful and professional behaviour at all times
- Communicate calmly and positively with adults and children
- Share any concerns about behaviour or safety with the event lead or a member of staff promptly

Thank you again for being part of the PTFA – your time and support are truly appreciated.

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For further details, please refer to the safeguarding guidance and linked school policies or speak to a committee member of the PTFA.