



## **PTFA Summer & Christmas Fair – Volunteer Role Overview**

### **Purpose of the Role**

Volunteers play a vital role in ensuring PTFA Summer and Christmas Fairs are safe, welcoming and enjoyable for the whole school community. This guidance outlines the key responsibilities and expectations for volunteers supporting fair events held at Blackrod Primary School.

### **Key Responsibilities**

#### 1. Event Setup

- Help set up stalls, tables, gazebos and activity areas
- Assist with arranging signage, raffle areas and prize displays
- Support the safe layout of walkways, entrances and exits

#### 2. Welcoming and Supervision

- Greet children, families and visitors in a friendly and respectful manner
- Support smooth movement around the event and help manage queues where needed
- Maintain awareness of the environment and children at all times
- Help children who may feel overwhelmed or separated from their group

#### 3. Stall and Activity Support

- Assist with running games, stalls or activities
- Handle money responsibly where required, following PTFA guidance
- Clearly explain games or activities to children and families
- Report any issues to the stall lead or event lead promptly

#### 4. Refreshments

- Serve food and drinks in an organised and hygienic manner
- Be mindful of allergies and follow any guidance provided
- Deal promptly with spills or hazards

#### 5. Safeguarding and Safety

- Maintain a clear awareness of children at all times, particularly in busy areas
- Report any safeguarding or welfare 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 in line with the school's Safeguarding Policy
- Do not ask leading questions or promise confidentiality
- Ensure fire exits, walkways and emergency access routes remain clear

#### 6. Pack Down

- Help tidy stalls, equipment and the event space
- Support safe and orderly departure at the end of the event

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### **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 positive behaviour.

Volunteers should familiarise themselves with:

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

Children attending Summer and Christmas Fairs are expected to follow The Blackrod Way, and volunteers play an important role in reinforcing these expectations through calm, consistent and positive interactions.

### **Behaviour and Respect at Fair Events**

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

In return, volunteers are expected to:

- Model respectful, friendly and professional behaviour at all times
- Communicate positively with children, families and visitors
- Share any concerns about behaviour, safety or wellbeing 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.