



Learning God's Way

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POLICY FOR VOLUNTEERS IN SCHOOL

THANK YOU FOR VOLUNTEERING IN SCHOOL – YOUR HELP IS VERY MUCH VALUED

VOLUNTEERS IN SCHOOL

The help that parents/carers/volunteers give with activities within the school is a valuable and valued contribution to the work of the school and is much welcomed by the teachers and children. The following are some guidelines for all staff and volunteers to be aware.

Under the direction of the teacher, you are likely to be asked to do any of the following:-

- Listening to children read/talk
- Helping children learn their times tables/spellings
- Supervising cooking, sewing or art and craft activities
- Accompanying school visits (see separate information on this)
- Helping to keep the school environment attractive and/or supervising gardening
- Walking with children to church
- Accompanying children to swimming
- Helping with a club

CHILD PROTECTION

Our safeguarding leads for child protection are:-

Mrs Leila Kemp – DESIGNATED SAFEGUARDING LEAD (DSL)

Mr Michael Jee – Head Teacher - Deputy Safeguarding Lead

Ms Mary Dark – Deputy Head Teacher – Deputy Safeguarding Lead

All adults who come into contact with children in their work have a role to play in safeguarding children.

You have a duty to refer any concerns not to decide whether or not it is child abuse.

Abuse can be physical, emotional, and sexual or neglect.

You need to know that:-

- It can happen here
- **ANYONE CAN ABUSE** - the worst thing you can do is nothing.

If a child makes a disclosure to you must follow the Golden Rules below.

Golden Rules

- Do listen carefully and calmly to what the child has to say, but do not question them
- Do make accurate notes about your concerns and the actions you took and give these to the office staff
- Do inform a member of staff of any concerns, however unimportant you may think they are
- Do be alert to signs of abuse and neglect - it can happen anywhere
- Do ensure that you follow the guidance for safe working practice

Have a member of staff with you, if at all possible

- Do not question or lead the child in any way
- Do not promise the child that you will not tell anyone else, instead explain that in order to help them you will need to talk to other people
- Do not try to 'go it alone' - Children are best protected when all agencies work together
- Do not discuss issues with parents/carers unless part of an agreed strategy

Always inform a member of staff

BEST PRACTICE

Anyone working in school could be the person a child discloses to or be witness to an incident, it is therefore important to be aware of the importance of keeping accurate records.

Not all child protection concerns result in a referral - small pieces of information may not be significant on their own, but can help to contribute to a 'jigsaw' picture of abuse. The Designated Safeguarding Lead will make the decision as to whether to refer an incident further.

HOW NOTES SHOULD BE MADE

Make a record of all information and concerns and pass the information on to a member of staff. Include the following:

- Date of incident
- Date of record being made
- Name and date of birth of child(ren)
- A factual account of what happened (record exactly what the child said)
- A note of any other people involved e.g. as witnesses
- Printed name of person making the record
- Signature

A form for recording concerns is called the Children's Welfare Form and can be collected from the school office.

SIZE OF GROUPS

It is the policy of this school that volunteers are not asked to work with groups of more than 6 children.

BEHAVIOUR

We expect the children to be polite, attentive and well-behaved in any adult's company. A volunteer should send a child back to their class teacher if they misbehave or disrupt others after a warning has been given. It is not expected that volunteers will discipline children.

EVACUATION PROCEDURES

Please be aware of the Fire Safety notices around school. On the sounding of the fire bell please escort the children out of the building by the nearest safe exit.

REPORTING OF ANY HEALTH AND SAFETY CONCERNs

Accidents and Incidents:

All accidents and incidents, even minor ones, must be reported to a member of staff so that they can be recorded.

Faulty equipment, broken furniture, dangers outside must be reported so the appropriate action can be taken. It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues, and persons who may be affected by their action at work. We request that all adults take responsibility for health and safety of themselves, other adults and children in school.

DBS CHECKS

In line with government policy, all regular volunteers need to complete a DBS check – please speak to Mrs Kahren Glossop in the office about completing this.

CONFIDENTIALITY

Volunteers should may hear or see information about children during their time at school. All matters should be confidential and information about a child should never be casually used in conversation or shared with any person other than on a 'need to know' basis.

SAFE WORKING

This section comes from the Code of Conduct and aims to safeguard young people and reduce the risk of staff and other adults being falsely accused of improper or unprofessional conduct. Staff and other adults are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their behaviour. Whenever possible seek to avoid being alone with pupils, if this cannot be avoided you should ensure that there is visual access e.g. by leaving the door open.

Staff and other adults should avoid the use of any unnecessary physical intervention as part of their work with pupils. There may be times when a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give.

To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.

MOBILE PHONES, TAKING PHOTOGRAPHS OR VIDEO

We ask that Visitors, Volunteers and students do not use mobile phones, including texting, in any areas where children are present. Phones should be set to silent or switched off when you arrive at school. If you need to make a call please go to the Office/Reception area. Under no circumstances should visitors take photos or video without permission. Any photo or recorded images of children and staff must be kept for personal use and must not be uploaded onto the internet. Photos or recorded images of children and staff can only be taken with prior permission from the Head Teacher or Deputy Head Teacher.

INTERNET USE

Our school has a clear policy on access to and use of the Internet, both by staff and pupils. Under no circumstances should inappropriate images be accessed in school.

SOCIAL NETWORKING SITES

We are aware of an increasing number of occasions when schools, school staff, governors, children and their families are discussed on Facebook or other social networking sites. Careless remarks can be damaging to a school or individual's reputation. Any case of harmful, offensive, libellous or otherwise inappropriate postings /messages on social networking sites directed towards the school, member of staff, children or governors will be treated as a very serious matter. Incidents such as these can lead to potential criminal prosecution and civil claims including libel.

CONFIDENTIAL REPORTING (WHISTLE-BLOWING)

Whistle-blowing is the mechanism by which staff and other adults can voice concern, made in good faith, without fear of repercussions. Staff and other adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management or relevant external agencies. The welfare of children is paramount (Children Act 1989). A copy of the Confidential Reporting Policy is in the Child Protection folder in the staff room.

READING

Volunteers are often asked to hear individuals or groups of children read. There are two important skills involved with reading: working out the unknown word (decoding) and understanding the meaning (comprehension).

It is important to be very patient with slow readers and give them plenty of time to try to work out a word. Encourage them to read on, or look at pictures for clues. If the child reads the wrong word but it is an acceptable error (i.e. it makes sense in the sentence) don't stop them to correct it every time and do wait until a good 'pausing' place to look back if necessary. We want to encourage flow and fluency. Most importantly we want the children to enjoy reading and to be confident.

Talking about the story or poem is as important as hearing reading. It helps the child to make sense of their reading and demonstrates their level of comprehension. Please read a bit yourself every now and then! Hearing an adult read with expression and enjoyment is a great lesson in 'how to read' effectively. Ask questions about the text.

FIRST AID

With any activity, in case of a minor accident send the child directly to the office with another responsible child and inform the class teacher. Do not administer first aid yourself – we have trained first aiders in school.

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Any questions – please ask a member of staff