Volunteers Handbook

Working in Redhill Primary School

2023 - 2024

Thank you for volunteering your time to work with our pupils. Your help in school is much appreciated. Volunteers bring a vast range of experiences and skills that support and enhance the learning opportunities here in school. At Redhill Primary, our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils as well as staff.

As I am certain you will understand and endorse, the safeguarding of each and every one of our pupils is of paramount importance. This booklet provides guidelines that all volunteers are expected to follow and outline procedures put in place to ensure the safety and welfare of each and every pupil. Whilst some aspects do not make comfortable reading, I hope that you will understand the importance of making all adults aware of procedures followed in school that ensure the safety of our pupils.

If you have any questions about any part of this booklet, please do not hesitate to ask at your earliest opportunity.

Mrs N Millar

Headteacher

Safeguarding Pupils

All regular volunteers must hold a current and enhanced DBS (Disclosure and Barring Service) clearance, the details of which are kept securely in school.

Child Protection Procedures

The Designated Senior Lead (DSL) for Child Protection is Mrs Millar. Should you have any concerns about a pupil, or a pupil makes a disclosure to you, please speak to Mrs Millar immediately. Should she not be in school, please speak to Mr Cicinski or Mr Wright the Deputy Safeguarding Leads. The following is taken from our full Child Protection Policy, which also contains detailed definitions of each type of abuse, the procedures that we follow and the responsibilities of all the staff in ensuring that children are kept safe. This policy can be found on our school website or made available on request from the office.

All adults working with pupils should report to the DSL immediately if they have:

- Any suspicion that a child is injured, marked, bruised in a way which is not really attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

It is important to remember that, however small a concern may seem to you, it may be one of a series of concerns raised by different adults and, therefore, recording such concerns enable the school to take the appropriate action to ensure that all children's needs are being met.

Identification

All visitors are asked to sign in at Reception and wear their Visitor's Badge at all times. Visitors from approved organisations (such as Derbyshire County Council employees, school nurse) should wear their own photo ID. Staff will not allow entry to any official or unknown visitor who does not show a valid phot ID. Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitors badge!

Please refer any visitors to a member of staff-genuine and scheduled visitors to schools understand the need for rigorous safeguarding procedures and will understand when left to

wait in the reception until you have called for staff assistance. Staff will then follow school procedures and verify identification.

Confidentiality

When volunteering in school, you may be privy to information about individual children that is confidential. It is vitally important that such information is **not discussed outside of school under any circumstances.** Even the most innocent remarks about a child's work or behaviour may cause unnecessary anxiety for a child's parents and carers. Please pass any information that you feel is relevant from having worked with a child to the class teacher who will follow school procedures for communicating with the child's family. Please be particularly careful when using any form of social media.

No mobile phones are to be used during your time in school.

Safe Working Practices

Al adults in school should ensure that their relationships with pupils are appropriate in respect of age, gender, disability and ethnic origin, taking care that their conduct does not give rise to distress, comment or speculation. There must be no physical contact between volunteers and pupils.

There are occasions when children require comfort, reassurance or discipline- staff are trained to meet these needs in a professional manner that is sensitive to the children's needs, following clear guidelines. If you are concerned that a child is upset or in a rare event that a child's behaviour towards you is inappropriate, please seek the assistance of a member of staff.

Any concerns that you have should be raised with Mrs Millar immediately.

Induction

Visitors and volunteers are asked to undertake a short induction before commencing their role within the school. This will usually be led by the Deputy Headteacher and will include routines, an overview of our current arrangements and information relating to the safeguarding of children in our care.

Health and Safety

The staff, children and governors are aware of the need to feel secure and comfortable in their school.

We also like to ensure that our volunteers and visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

Fire

If you hear the firm alarm sounding (a long continuous bell) please make your way out of the building promptly and gather on the nearest playground.

DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents/Illness

Should you have an accident or feel unwell during your visit, please report to Mrs Buchanan/Mrs Ryan in the school office. If you are unable to make your own way to the medical room, please inform any member of staff about your situation. You may be asked to complete an accident form.

Volunteers' roles in school

Please state how you would like to help in school. In the interest of parents/carers and pupils, Mrs Millar, who organises our volunteers, will use her discretion in allocating volunteers to classes. Please help yourself to refreshments at break times and you are welcome to use the staffroom. Whilst here please remember the importance of confidentiality. Listed below are some of the roles that are carried out by volunteers and that most benefit our pupils.

Creative activities – painting, craft, sewing, baking etc.

Listening and talking to children

Working with ICT equipment

Sharing books/listening to readers

Accompanying a class on a local visit

Sharing your own expertise with the children, whether that be professional or otherwise.

Other Information

Parking on the school grounds is limited. If your car is parked outside school, please park considerately and safely as we aim to maintain a positive relationship with our neighbours

Photographs/video- Please do not take any photographs/videos in school without prior permission from the Headteacher/class teacher.

Mobile Phones- Please turn mobile phones off when arriving at school. They can be turned on during break and lunchtime in the staffroom. They can also be left in the office for safekeeping.

Procedures

It is not expected that visitors and volunteers have a clear knowledge of all the policies and procedures within school. Furthermore, a pupil's background and experience, whether it be long term or as a result of recent event/trauma, may lead to behaviours and responses to you that are not expecting or out of character. It is vitally important, therefore, that you speak to a member of staff should you have a question, query or concern, however small. Doing so will assist us in ensuring that all pupils' needs are met whilst in school.

By signing in at the beginning of the day/session, you are agreeing to follow the procedure set out in this booklet. Please sign the separate sheet to show you have read and understood the content of this policy. Please seek assistance from a member of staff if you have any questions about the information within this booklet.

Thank you once again for volunteering your time to work with our pupils.

Safeguarding our children is everyone's responsibility.