



Information Pack for Volunteers and Work experience Students

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Introduction

School staff and governors welcome a variety of adults into school on a voluntary basis. These may be parents, grandparents, other adults looking for placements to gain experience before starting a course in education, student teachers, and work experience students from high school. Volunteering at a school is rewarding, you can gain first hand understanding of the daily activities here at WOPS, gain valuable experience and help the children to develop and learn new skills.

We believe that the following guidance will help to clarify your role and let you know about school procedures. It is important that these guidelines are followed to keep everyone safe. Failure to adhere to the guidelines would jeopardise our relationship and may lead to a termination of duties.

Equal Opportunities

Our approach to promoting equality: The overall objective of the school's Equality Policy is to eliminate unlawful discrimination and harassment, to promote equality of opportunity and to promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

The school seeks to ensure that no member of the school community or any other person through their contact with the school receives less favourable treatment on any grounds, which cannot be shown to be justified. This covers race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, gender reassignment, age, trade union or political activities, where the person lives, their socio economic background or any spent convictions that would not affect their ability to work with children. The principles of this policy apply to all members of the extended school community – pupils, staff, governors, parents and community members.

Child Protection Procedures

Please note that Water Orton Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers and other adults working with children to share this commitment.

For volunteers and students over the age of 18: Any volunteer wishing to work in school will be required to have an enhanced DBS check. Your organisation will be asked to provide a declaration that the correct checks have been made and there is no trace information returned on the disclosure. You will also have to provide proof of your identity, right to work in the UK (both provided via a photocard driver's licence or passport), proof of address and qualifications. These checks will have to be passed before you start working with the children. Paper copies of the information that you provide will be filed in a locked filing cabinet in the School Office as well as certain elements being recorded on our electronic Single Central Record. This is part of our safer recruitment checks.

You have a vital role in helping to foster good relationships, and supporting the development of children through your work, and your positive interactions with them. Therefore, your conduct should be caring, but professional. Always use appropriate language and behaviour.

Please report any concerns relating to children to the Designated Safeguarding officer, by completing a green form. **Do not** divulge this information to a third party.

In accordance with the school's safeguarding arrangements, we request that you do not pick children up, cuddle them or undertake or support children with any personal care (e.g. help with toileting). Please immediately refer the children to a member of school staff if they need assistance.

If a child is injured or unwell there are first aid trained staff within school on hand to provide treatment/care. If the child is able to, you should send the child with a friend to find an appropriate member of staff. If the injury is serious, you should send another child to find a member of staff whilst reassuring the child.

In the event of a serious medical emergency where life is at risk, if a first aid trained member of staff is not available, any individual acting in the best interest of the child can provide life-saving first aid whilst awaiting the emergency services. This situation is highly unlikely as most accidents/ill health are not serious medical emergencies and should be dealt with through school staff.

Positive Behaviour

At WOPS, we aim to create a happy, caring atmosphere for our children in which effective and enjoyable learning can take place. We expect our children to behave in a polite and thoughtful manner to all members of the school community.

As a volunteer/trusted adult in school, you need:

- To remember that the best way to ensure good behaviour is to be a good role model for the children and to develop positive relationships with them by being fair and listening to what they have to say.
- To remember not to jump to conclusions, each child is different and can react to certain situations in different ways. Some children will have different strategies in place and you may have to adapt the way you speak with them
- To let the children know what your expectations of their behaviour is and ask them politely to stop if they step out of line.
- If this is unsuccessful in maintaining good behaviour, or you feel that the children are behaving in an inappropriate way towards you, report this to the class teacher in the first instance or Teaching Assistant in the class.
- There are already systems in place in school to support positive management of behavior and you should discuss these systems with the class teacher or member of staff you are working with (gaining attention, expectations of conduct around school etc.).
- For your own safety and protection please do not initiate any other disciplinary action but always refer your concerns to a member of staff.
- The class teacher will be able to share with you any children in your class that you may need to be aware of due to medical, health or behavior

Basic First Aid

There are posters around school showing our first aiders who are fully trained. Therefore, if there is a medical emergency, or a child requires first aid, please refer to a staff member for help, however all staff and volunteers have a legal responsibility to administer first aid if by not doing so would cause undue emotional distress to the child or potentially worsen the situation. Each class has its own first aid kit and any children who have inhalers are kept in the classroom. Parents' permission must be sought before any medicine is administered, this should be recorded, showing date, time dosage. All accidents are to be recorded in the accident books and a copy sent home. In addition, all bumps to the head or possible fractures, including collarbones, a call home is needed.

We do have a very small number of children who experience a severe allergic reaction to certain foods. You will need to check with your class teacher/TA to verify if this applies to any children in

your class. Staff have been trained in how to deal with these children should they experience an allergic reaction. If you have any concerns please report them to a member of staff immediately.

Health and Safety

Everyone has a duty to be responsible for their own health and safety whilst at work and for the safety of others. Therefore, if you notice something that is unsafe (this could include, equipment, accommodation or practices), please report this to the School site manager – Mr Taylor or the school office.

Key Procedures

Injury Sustained Whilst at Work: If you sustain an injury at work, please report this to the School office who will need to complete an accident form.

Racist Incidents: These must be reported and recorded, please advise your class teacher.

Fire: If you hear the fire alarm, please help the children to leave the building in a calm and orderly fashion. Familiarize yourself with the escape route from your classroom. There will be no need to panic so the children should not run. The assembly point is on the main playground.

Dress Code: There is no formal dress code, but you should come prepared for changes in weather, and wear clothes that are comfortable, modest and appropriate to your duties. No jeans and appropriate footwear no heels or flip flops. You may be involved with PE on some days or trips to the outdoor learning area.

Data Protection and CONFIDENTIALITY: Personal information is sensitive and must be treated with complete confidentiality. If you overhear any personal information through your volunteering, you must **not** divulge it to a third party. See CONFIDENTIALITY AGREEMENT below.

Absence: Please let us know as soon as possible if you are unable to attend by contacting the school office and your own school or place of work too. We will call your school to check they know you are not attending the school that day.

On arrival: Do not arrive before 8.30am Always sign using the electronic sign in system in the main reception when you arrive at the school and collect an identity tag. Don't forget to sign out as you leave and leave the tag. If you go off the premises at lunch please make sure you sign in and out each time.

Induction: You will be asked as a volunteer to run through an induction process, which this pack forms part of. At any point if you are not sure about anything, please speak to your class teacher or TA, or office staff, who will all be happy to help.

Lunch

This is to be brought in from home and not provided at school the students are not to use the staff room but sit either in the street or a spare room. Please remember if you leave the premise during lunch make sure you sign in and out electronically. You should return promptly from lunch at a time agreed with your Class Teacher. Work experience students should be respectful of our neighbours and give a positive image of our school whilst off site. Phones are not to be out around the school but stored away.

Complaints procedure: Any complaints made by a volunteer or about a volunteer will be referred to the headteacher (or a delegated staff member Claire Bick) for investigation.

Confidentiality: At WOPS, we consider it a serious breach of good practice to disclose any confidential information about any child or family, staff member or confidential school information to any unauthorised person. Any breach of confidence will be dealt with according to the disciplinary procedure and is considered very serious.

- If a child makes a disclosure of abuse or something else that may harm them, then you must report this immediately to the Head teacher/Designated Safeguarding Lead
- All adults working in our school in any capacity should feel free to discuss any worries, questions or general observations with Head teacher or Deputy Head teacher
- Confidential matters must not be discussed with members of the general public (including other members of your family) or discussed on social network sites, e.g. Facebook
- In training sessions, meetings and informal discussions, care should be taken not to disclose information where individuals can be identified
- Personal information about other adults in school or even if disclosed in a social setting should not be repeated and should be treated in a sensitive manner.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- have access to any school policies or procedures that are relevant to their role
- have access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Follow and promote the school ethos at all times
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Privacy Notice, Confidentiality Policy, Mobile Phone Policy and Acceptable Use Policy (all of which are detailed in the staff code of conduct)
- Work under the supervision and direction of staff
- Be role models for the children they work with
- Wear appropriate, smart but casual dress no jeans and revealing clothing.
- Refer any behavioral or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves
- Report to the Head teacher any concerns about the conduct of other school staff/volunteers/contractors
- Record in writing all relevant incidents as requested
- Advise school as soon as possible when it is not possible to attend and let your school know.
- Be familiar with school evacuation procedure and follow staff instruction
- Work in an open & transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child
- Report to the Head teacher any incidents that suggest a pupil may be infatuated with you or taking on above normal interest in you
- Avoid unnecessary physical contact with children please (don't pick them up or let them sit on your knee)
- Where physical contact is essential for education or safety reasons, gain the pupil's permission for that contact wherever possible
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances
- Any information about children, parents and staff should be kept in the strictest confidence and not discussed with anyone outside of school

Don't

- Take any action that would lead a reasonable person to question your motivation/intentions
- Misuse in any way your position of power and influence over children
- Use any confidential information about a child to intimidate, humiliate or embarrass a child

- Establish or seek to establish social contact with pupils outside of school, including on social; networking sites
- Use your mobile phone or personal camera to take photographs of children or have it out in school time have it locked away please.
- Accept regular gifts from children
- Give personal gifts to children, including sweets or snacks
- Communicate with pupils in inappropriate ways, including personal emails and mobile phones
- Pass your home address, phone number, email or other personal details to pupils
- Make physical contact secretive
- Meet with pupils in closed rooms
- Use physical punishment of any kind
- Confer special attention on one child unless this is part of an agreed school plan or policy
- Transport pupils in your own vehicle without prior management approval
- Take, publish or share images of pupils or other children without their parent's permission
- Access abuse images (sometimes referred to as child pornography) or other inappropriate material
- Abuse your position of trust with pupils
- Allow boundaries to be unsafe in more informal settings such as trips out, out of school activities etc.

Confidentiality Declaration

I understand that anything I observe, read or hear whilst at WOPS about a particular child, group of pupils or member of staff will be held in confidence.

I will not discuss any confidential personal information with anyone else outside the school setting.

I will not communicate to others about children's actions or behaviour or educational progress.

I must not use my phone or any other personal electronic device to make / receive calls or take photographs or videos whilst working with children. Personal possessions must be stored away.

I agree to not share any information via social media that would put the school into disrepute.

I have been issued with and agree to abide by the above guidance.

I agree to both the expectations listed above and the confidentiality declaration:

Your name (Print):

Your signature: **Date:**

For Students under the age of 18 years only:

Parents Name (Print)

Parents signature..... **Date:**