

St Ann's Heath Junior School

Guidelines for Volunteer Helpers

This school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment. We aim to foster good relations between all members of the school community ensuring they are treated equally and without prejudice.

Introduction

Thank you for offering your time to come and work with the staff and children of St Ann's Heath Junior School. This information provides a basic guide for parents and helpers who spend time supporting our children, and we hope that it is useful.

Your help in school, whether working with an individual child or a small group, is most valuable. Our staff will endeavour to communicate clearly with you so that you are aware of expectations, learning objectives and the intended outcomes of the support that you give.

Copies of all our school policies, including those relating to the areas covered in these guidelines, may be found on the school website or obtained from the school office on request. The policies on Child Protection and Safeguarding, Health and Safety and E-Safety are particularly important to be familiar with.

Confidentiality

Occasionally in school you may become aware of information about a child which is confidential or private to the child or their family, including information which is on a staff noticeboard. This is a delicate matter that requires tact and discretion on your part. It is essential that you treat anything you see or hear in school with regard to individual children as being in absolute confidence and entirely a matter to keep within the school. You should refer any such matters to the class teacher.

Any conversation with parents outside of school is a breach of the school's confidence, including being drawn into any sort of conversation about children's progress or behaviour. If people ask questions, **even about their own child**, you must direct them to address any questions to the class teacher.

If you have any sort of welfare, wellbeing or safeguarding concern, do not hesitate to speak to the Co-Headteachers (or Inclusion Manager or School Business Manager in their absence) in confidence.

Child Protection and Safeguarding

All adults in our school have a duty of care for safeguarding and this includes volunteers. Regular helpers in school will be expected to attend the school's Safeguarding and Child Protection training.

Please raise any concerns with the Co-Headteachers (or Inclusion Manager or School Business Manager in their absence) if:

- A child discloses any information to you that raises safeguarding concern;

- You are worried by any signs of neglect or abuse;
- You witness any behaviour of an adult that could be considered inappropriate.

Enhanced Disclosure and Barring Service Check

Volunteers who help regularly in school must complete an online enhanced DBS check. Mrs Golder, School Business Manager, will go through this procedure with you.

Health & Safety

Your co-operation in complying with all St Ann's Heath Health and Safety procedures whilst on site is expected.

In particular:

- It is important that we know exactly who is on the school premises and where they are. We therefore require every adult who helps in school to sign in the visitors' book at reception on entry and sign out on exit. Please do not open the door for other visitors, as they need to be checked in by reception.
- If you are concerned that any adult may be on site without permission, please make the class teacher or a member of office staff aware of their presence.
- In the event of a fire, evacuation or lockdown emergency, an alarm bell will sound. This is distinct from the more familiar lesson change bell. If you hear an alarm bell, a member of staff will give instructions where to go. Please ensure that you accompany the child/children with whom you are working as instructed. All movement of children should be carried out calmly, quietly and quickly.
- If a child/children with whom you are working requires first aid, please refer them to the class teacher (unless in emergency, when they should be taken directly to the school office).
- If you are undertaking practical activities with children, please be aware of the nature of equipment in the practical room/nest and do not leave the area unattended at any time.

Supporting Children with Whom You Work

Our school ethos aims to provide a caring and supportive atmosphere for the children. When working with an child or group of children, please:

- Be friendly, calm and kind towards them;
- Praise them as often as possible;
- Explain what they are expected to do as clearly as possible, helping them with their task but not doing it for them;
- Don't be afraid to correct a child whose behaviour may be inappropriate, but avoid raising your voice or touching a child. If inappropriate behaviour persists please see the class teacher;
- Avoid children being over-friendly with you, even if they know you outside school.

Monitoring and Reviewing

The implementation of this policy is monitored by the Co-Head teachers and SLT and by Governors through the Vision and Ethos Committee to evaluate its implementation and effectiveness. This policy will be reviewed every 3 years, or earlier if the need arises. This policy will be promoted and implemented throughout the school.

Policy Status	
Agreed by Governors	January 2022
Agreed by Staff	January 2022
Next Review Date	January 2025