

# 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**

Firstly, a huge thank you for volunteering your time to come and work with the staff and children of St Ann's Heath Junior School.

The aim of these guidelines is to give you all the information you need to make your time both worthwhile and enjoyable and most importantly, keep our children safe.

Thank you for your support.

At St Ann's Heath Junior School, we aim to be a school where:

- all members of the school community, adults and children, are valued and respected as individuals for the contribution they make to the life of the school;
- all children have the equality of opportunity to enable them to reach their full potential through a rich, exciting and inspiring curriculum, equipping them for life-long learning in a fast-changing technological world;
- all children are encouraged to develop respect and care for themselves, for others and for the world in which they live
- opportunities are provided through the curriculum and extra-curricular activities to extend children's talents;
- good behaviour is actively promoted and children develop a sense of self-discipline and an acceptance of the responsibility for their own actions;
- the involvement of parents and the community is promoted and encouraged, so as to support successful learning.

Volunteers have a valuable role in helping us to fulfil these aims and values.

### **Safeguarding**

St Ann's Heath Junior School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community, including staff, parents & carers, volunteers and governors to demonstrably share this commitment. We encourage our pupils to approach any member of our staff if they are worried or have concerns.

As part of this, we have a '**Safeguarding & Child Protection Policy**' and rigorous procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures.

The school's **Designated Safeguarding Leads** (DSLs) are:

Jackie King (Co-Head Teacher); Pip O'Connor (Co-Head Teacher), Laura Allen (School Office) and Sian Savill (Pastoral Lead).

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.

When you are working with our children they may say something to you that makes you worried or you are not sure about. Please raise any concerns with one of the DSLs 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.

All schools must carry out a check on all staff and volunteers who have regular contact with children. This is done through the **Disclosure and Barring Service (DBS)**. All schools need to hold a register of the checks undertaken.

In order for you to work in school as a volunteer, you will need to undergo a DBS check. Please speak to the school office regarding this process. Be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

**Mobile phones** - No adult should have a mobile phone on their person when they are in school. Please ensure your mobile phone is locked away in your designated classroom cupboard. We ask that all mobiles are only used in the staffroom or offices when children are not present.

### **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 the staff noticeboard. This is a delicate matter that requires tact and discretion on your part.

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. Even a comment such as, 'your Jimmy reads well' is not acceptable. It is important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Similarly, you may find that parents who are friends will ask about the progression or behaviour of their child in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you suggest that if they are worried in any way about their child, they must discuss the matter themselves with the class teacher.

### **Health & Safety**

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

In particular:

**Signing in and out** - It is important that we know exactly who is on the school premises. We therefore ask every adult who comes into school does so via the main reception doors. The school uses a programme called 'Sign In' for all staff and volunteers to access to sign in and out of school.

This can be done either by downloading the app to your phone, using the iPad at the entrance to school or by scanning the QR code that can be found in the entrance to the school or the office in The Cabin.

If you have any technical issues with this, please speak to the school office.

**Fire/ Evacuation/ Lockdown** - In the event of a fire, evacuation or lockdown emergency, a continuous alarm bell (fire) or whistle and air horn (lockdown) will sound. 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.

**First Aid** - If a child/children with whom you are working requires first aid, please refer them to the class teacher (unless in an 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 and do not leave the area unattended at any time.

### **Supporting Children**

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

- Always treat children with respect and in the same way that you would expect them to treat you.
- Be friendly towards them, however do not let children become 'silly' or over-friendly with you, even if they know you outside of school.
- Praise them wherever 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 speak to the class teacher.
- Never be on your own with a child and do not go into the toilets with a child or group of children unless a member of staff is with you.

Please respect the decisions that the class teacher makes. You may not agree with the way a teacher is approaching a task, but it is important to carry out their wishes at the time, then speak with the teacher after the event or one of the Co-Head Teachers if necessary.

### **Housekeeping**

There are tea and coffee making facilities in the staff room – please help yourself. Please do not take hot drinks out of the staffroom. If you would like to purchase a school dinner, please speak to the school office.

### **School trips**

- Please do not use your phone when children are present. If possible, switch your phone off.
- A risk assessment will be shared with you prior to the trip. Please read it and ask any questions before leaving the school site.
- The class teacher will give you the list of children who are in your group and for whom you are responsible. It may not include your own child.
- The class teacher will outline the plans, routines and expectations for the day. Please support with this by ensuring your group follows these.
- If there is a medical or other emergency, let the class teacher know immediately. They will be responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please bring this to the class teacher's attention. Please do not leave your group unattended.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, to one of the Co-Head Teachers on your return.

Many thanks once again for your time.

Jackie King and Pip O'Connor  
Co-Head Teachers