

St. Michael's CE Primary School



Volunteering at St. Michael's.

Thank you for volunteering to help at St. Michael's. We really do appreciate the time you give to the school. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school.

This Agreement has been prepared to tell you about some of the statutory, national and local obligations which govern your conduct as a volunteer at St. Michael's and to help you on issues of conduct by providing a framework of guidelines.

Please read and follow this Agreement; sign the attached form and return it to the Office Manager to show that you have read it and understood it. If any points are unclear or you are not sure of the appropriate action to take in a situation, please consult either the class teacher, or the Headteacher.

Children's Rights

The aim of this code is also to ensure that children and young people have the right to:

- respect;
- be protected from harm;
- a good start in life; and
- be and feel secure.

Scope of this Agreement:

This Agreement applies to all volunteers in St. Michael's CE Primary School. All paid staff are bound by contractual obligations in their own conditions of service.

General Obligations

- Never disclose personal or financial information about any member of staff to any person, external organisation or agency without the express consent of the individual concerned.
- Never use information obtained at school to the detriment of the reputation of St. Michael's CE Primary School
- Never use information obtained at school for personal gain or benefit; nor should you impart this information to others who might use it in such a way.
- Never disclose information about children, parents, staff or school business on social networking sites

A-Z

Break Times:

Tea and Coffee: Please help yourself to tea and coffee in the staffroom. As a volunteer, you are giving up your time to help us, the least we can offer in return is 'nice hot cup of something'.

Staffroom: Volunteers are welcome to use the staffroom at break times but would appreciate having privacy in the staffroom over the lunch period

Child Protection

At St. Michael's we create an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Child Protection is the responsibility of all adults. If you see or hear something that concerns you (even if it involves a member of our own staff) please report it to a member of our Child Protection Team.



Jan Matthews
Headteacher
CP Designated Lead



Mary Hillier
Class Teacher
CP Deputy Lead



Lisa Cordaro
P.S.A

It is our policy to ensure:

- Regular training is undertaken by the appointed person and Head Teacher to keep abreast of current legislation and advice.
- Any suspected or alleged abuse or neglect must be dealt with following school procedures and guidelines. This must be reported to the appropriate named member of staff or Headteacher immediately.
- Information about the key indicators for physical, mental, emotional and sexual abuse is available to staff. Ask the appointed person if you need this information.
- Regular volunteer helpers in the classroom will receive training annually- this will include a summary of the schools procedures for child protection issues.
- Procedures exist for informal observations and communication between staff for noting and passing on changes to children's attitude and behaviour that may be the result of abuse. All concerns must be passed onto the class teacher.

Confidentiality

To safeguard the children, all adults will respect confidentiality. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause a great deal of distress to the parents of a child if they hear about such issues through a third party rather than through the school. Therefore, we ask all volunteers to respect the following:

- Information about individual children will only be passed to that child's parent/s via school staff, not by volunteers e.g. information about reading levels, maths groups or behavioural incidents.
- Concerns relating to the safety and welfare of individuals will remain confidential but must be passed on to the appropriate member of staff for action
- If a parent approaches you with a query or concern about their child, or any other child, they should be referred to the class teacher in the first instance.
- If you have a concern about the conduct of any other adult in the school you should raise the matter with the Head or the Deputy.

Fire Evacuation Procedures

Please familiarise yourself with the fire escape route from any room you are working in.

At the fire assembly point, adult visitors should make their way to the Office Manager to be checked off against the signing in book.

Health and Safety

Corridors and staircases in schools can be busy places. As a general rule, we always walk of the left hand side.

If you see anything that could be a hazard, please report it to the site manager

If you should become unwell at any point, please report to the Medical Officer (Mrs Ahmed)

Protect Yourself from Allegations: As a school, we have a responsibility to protect both the children who study here and the adults that help them to learn. In order to avoid incorrect perceptions or false allegations, we would ask all adults to follow the guidance below.

- Never be alone, with a child, in a room with a closed door
- Do not exchange phone numbers, Skype names, email address etc with children
- Do not accept invitations from children to attend parties, meet outside school etc
- Do not share personal details with children. Children will always want to know more about you than they need to know.
- When older (Junior aged) children are changing for PE, please wait outside the room.
- Toilets: Always use a designated adult toilet, never use children's toilets

Identification, Child Protection, DBS and Clearance Checks

DBS checks will be carried out on:

- Adult voluntary helpers if involved with PE, swimming and residential trips and clubs
- Parents and other helpers who attend school for other activities on a frequent or regular basis.

In addition to the above

- Appropriate clearance is requested from all adults involved from outside sources such as theatre groups, visiting specialists (dance/music) when contracted to work in school.

Internal checks and procedures are used to monitor occasional helpers for events such as 'Arts Day' and school trips. In the interests of children's safety and well being, these individuals are NEVER alone and always supervised by a member of staff when working with a child or group of children.

Photography and other digital media

Whilst accompanying trips and visits, it is possible that teachers may ask volunteers to record events as photos or recordings. Wherever possible, school equipment should be used. Should it be necessary for the volunteer to use his/her own smartphone then photos and recordings should be transferred to the school and the files deleted from the device.

Under no circumstance should digital images or recordings of other people's children be posted on social media or any other internet site.

Signing in and out

The Signing In Book is an essential part of our fire safety procedures. To ensure your own safety, please ensure you sign in, and out, on every visit.

On signing in, you will be given a visitors badge to wear. Please ensure it is visible at all times and return it on departure.

Smoking

Smoking is not permitted anywhere in the school buildings or outside in the school grounds.

Key Personnel

Headteacher:	Jan Matthews
Deputy Head:	Ann Rolland
Office Manager:	Rosie Hergenhan
Medical Officer:	Rushanara Ahmed
Site Manager:	Colin Johnson

Child Protection Officers:

Jan Matthews
Mary Hillier
Lisa Cordaro

HOW TO DEAL WITH DISCLOSURES FROM CHILDREN LEADING TO YOU BEING WORRIED A CHILD IS BEING ABUSED OR NEGLECTED.

A disclosure will be a statement, comment or conversation from a child that makes you worried for that child's safety. It is vitally important that any such comment is recorded and dealt with following agreed procedures. These are:

1. Listen carefully and reassure the child.
2. Never promise to keep a secret. The child is likely to tell you in secret and ask that you promise not to tell anyone. You **MUST** pass the information on and you **NEED** to make it clear to the child that you will do this
3. Try not to show any shock you might feel
4. Take what they say seriously
5. **RECORD EXACTLY** what the child said, the name and class of child, your name and position and the time and date of the discussion, then, pass the information onto named Child Protection Officer, Headteacher or Deputy. It is possible that after passing on the information, you may not be consulted on the issue again. This does not mean that the issue is not being followed up.

Volunteering at St. Michael's



I confirm that I have read and understood the Volunteer Agreement for St. Michael's CE Primary School and agree to abide by its contents.

- I have received a copy of the school's Volunteer Agreement
- I agree to support the school's aims
- I agree to treat all information I learn from being a volunteer as confidential
- I agree to abide by Child Protection Procedures
- I agree to attend Volunteer updates and Child Protection training

Print Name:

Signed:

Date

Are you:

AGE UK Volunteer

Grandparent

Parent

Local Church
Member

Other

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For Office Use Only

DBS

date applied

date received

no.