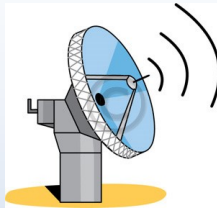


The Federation of the Church Schools of Shalfleet  
and Yarmouth

# Shalfleet & Yarmouth CE Primary School

## R.a.D.a.R

Respect   Determination  
Relationships



# Information for Volunteers





As a school we are delighted that members of our community join us and give up their own time to help out at our schools. The time you so kindly share with us means that children benefit from your generosity.

This booklet is our way to enable you to feel more confident in the decision you have made to share your precious time with us. We have collected together some information and guidance which we ask you to read before you begin to work in our schools and we hope you find it helpful. Please feel free to ask any questions as they arise.

Thank you for offering to help in our schools

The essence of our Behaviour Policy and Child Protection procedures are included in this booklet and again we ask that you read these carefully before working with the children. It is our policy that all adults working in our schools should be provided with this information with the request that it is read and understood. Likewise, your attention is drawn to the fire evacuation procedures on display around the school. Again you should familiarise yourself with these for each room you work in. Volunteers working in school are naturally expected to abide by a code of conduct and manner of professional working.

Any queries should be directed to the class teacher you are working with or to any senior member of staff. Volunteers will be directed how they may support the school and will not normally work in the same class as their child.

We appreciate your time and support and hope very much that you will find the experience both enjoyable and rewarding.



# Mission Statement

*The purpose of the Federation of the Church Schools of Shalfleet and Yarmouth is to educate children in an atmosphere of Christian love where all achieve the very best they can, now and throughout their lives.*

## The Federation

The Federation of the Church Schools of Shalfleet and Yarmouth are two Primary Schools both based in vibrant communities in the west of the Isle of Wight. The

Federation has been in existence since 1st September 2010, has one Governing Body and one Headteacher. We have worked exceptionally closely together, successfully

expanding to provide education as full 4-11 primary schools on both sites. We have improved and extended our buildings, developed the curriculum and further raised standards of attainment. Both schools are rated 'Good' by Ofsted. As Christian schools, we value each child as special and unique in the sight of God and, through love,

challenge and opportunities, enable them to develop as confident, caring and successful young people within our 'Save Haven'.

Our warm and caring ethos supports and develops our children to become confident, caring and successful individuals. Setting them up with the skills and values that they will need to achieve their full potential now and throughout their lives. Our staff are dedicated to

engaging every child in learning across a broad curriculum. We celebrate the achievements and successes of all.

Together we have strong partnerships and positive relationships between children, staff, parents, carers, governors and the wider community.



# Our Schools

## Our School Day—Yarmouth

Morning Registration: 8.40am  
Morning Break: KS1 10am, KS2 10:15am  
Lunch: 12:00pm—1pm  
End of day: 3pm

## Our School Day—Shalfleet

Morning Registration: 8.30am  
Morning Break: KS1 10:15am, KS2 10:30am  
Lunch: 12:00pm—1pm  
End of day: 3pm approx.



### Signing In

It is important for security and fire regulations that all volunteers can be identified and located at all times. Please make sure you sign in when you arrive and sign out when you are leaving. Many thanks



### Confidentiality

Everyone working within the school is expected to respect their position and the access they have to

confidential information. Trust is maintained by observing the confidentiality of the school and not repeating information gained elsewhere.

Similarly, any information concerning children, whatever it may be, must be kept confidential. If a volunteer is approached by a parent and ask for information it is vital she/he refers that parent to the class teacher. Volunteers must never speak with other parents about the running of the school. If you are unsure of why something happens the way it does, speak to a member of the senior management team. The school management reserves the right to choose volunteers who work in school.



### Health & Safety

All adults have a collective responsibility for health and safety and anything that appears to present a risk should be reported to a member of staff without delay. If you see anything you consider unsafe, raise it with the class teacher first. All helpers must act as directed by senior staff and in

accordance with the principles, aims and practices of the school.

### First Aid



We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff. Many members of staff are first aid trained. If you are responding to an

emergency, please stay with the child and send another child to fetch a member of staff. If you are injured whilst on the school site, please report this to the school office.

### Suitable Clothing



We ask that all adults working in a child environment ensure that suitable clothing is worn, i.e., no low cut tops, no skirts or shorts etc. above the knee. Open toe shoes are worn at your own risk.

# ***Child Protection and Safeguarding***

## **Clubs**

If you are kindly running a club at school then children will need to meet you in the hall ready for registration, a register will be provided from the school office. Here you will need to enter a tick by each child as you call their name and they answer to indicate their presence. If any children are absent then you will need to inform a member of staff.

At the end of your club, children will need to be brought back into the school hall. When all children are ready you will need to take them to the main door where they will wait with you until their authorised adult arrives to collect them. We assume, unless told otherwise that the child's parent will collect, however should another adult arrive which you have no information of then you will need to inform a member of staff who will then check this arrangement before the child leaves.

A member of staff will always be on site during school hours.

## **Child Protection**

The Headteacher is the Designated Child Protection Officer in school. If you have any concerns regarding the safety of children during your visit, please alert the Headteacher immediately. If the Headteacher is not available please see Mrs G Westhorpe (Yarmoputh Deputy Headteacher), Mrs Sue Shynn (Shalfleet Deputy Headteacher), Mrs J Collins (Federation Inclusion Manager) or Mrs S Woodburn who all have received the relevant training. Please refer to the school policy for further guidance which is on the school website or a paper copy can be requested from the office.

## **What are my responsibilities as a volunteer?**

All those who come into contact with children through their every day work whether paid or voluntary are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.. We all have a duty to safeguard and promote the welfare of the children. Adults should take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern.

## **DBS checks**

All staff including regular visitors and volunteers are subject to Disclosure and Baring Service (DBS) checks. This is to help ensure that unsuitable people are prevented from working with children. You will be advised of your responsibilities in this matter.

Please see the office staff for DBS information , they will be happy to advise which documentation is necessary for you to present for the check to be completed.

It is important to inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

## **What should I do if I am worried about a child?**

If whilst working with a child you become concerned about

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

# ***Child Protection and Safeguarding***

## **What should I do if a child discloses that he/she is being harmed?**

Although the likelihood of this is small it is important to know what to do in such an eventuality, as children rarely lie about such matters

- Listen to what is being said without displaying shock or disbelief and accept what is being said
  - Allow the child to talk freely. Listen rather than ask direct questions
  - Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help them
  - **Do not interrogate the child or ask leading questions.**
    - Reassure the pupil that it is not their fault
    - Stress it was the right thing to tell
    - Do not criticise the alleged perpetrator

Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the school's Designated Person for Child

Protection to enable the matter to be dealt with in the most appropriate way.

## **What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Headteacher

## **What should I do if the alleged abuser is the Headteacher?**

You should report such allegations to the Chair of Governors, Mrs Carla Bradshaw

## **How do I ensure that my behaviour is always appropriate?**

- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner
- Appropriate relationships with children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust.
- Children, especially when they are young are often spontaneously affectionate and tactile and it is
- important not to alienate them through lack of response or by appearing to reject this. You should,
- however, be careful about touching pupils. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well being or safety.
- Treat all pupils equally—never build 'special' relationships or confer favour on particular pupils.
- As a volunteer you may well be working closely with children sometimes on a one to one basis. If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be
  - visible to others.
- Do not photograph pupils (unless requested to by the class teacher), exchange emails, text messages, phone numbers or give out your own personal details
  - Do not give or receive (other than taken) gifts unless arranged through school.

**Please help us to safeguard the children in our care by following these guidelines.**

# ***Child Protection and Safeguarding***

**The Federation of The Church School of Shalfleet and Yarmouth  
Safeguarding Officers**

**The Designated Child Protection Officer is :  
Mrs Elizabeth Grainger**

**The Deputy Designated Child Protection  
Officer is:**

**Mrs Sue Shynn (Shalfleet)  
Mrs Georgina Westhorpe (Yarmouth)**

**Governor Safeguarding Lead:**

**Mr Mark Webber  
Inclusion Manager  
Jane Collins**



# Our Schools

## Safe Practice

Please do not use your mobile phone inside school while you are working with children. Also, please ensure you are always working in public areas so that you are not alone with a child.

We have to follow very careful guidelines on aspects of physical contact with children.

1. Please remember not to initiate contact with children—let them take the lead, but discourage over-familiarity
2. If a child asks to go to the toilet, refer them to the class teacher rather than take them yourself. Please only use the staff toilets whilst at school.
3. If you are helping dress/undress for PE etc., encourage the child to do as much as possible for themselves.
4. No adult in school is permitted to remove/insert earrings.

Please refer to the Health and Safety Policy for full details.

## Fire Drill

Follow special instructions where applicable

### IF YOU DISCOVER A FIRE

1. Operate the nearest Fire Alarm
2. Notify the Headteacher/School Administrator

On hearing the alarm

1. Help the class teacher line up the children
2. Check that the classroom is clear and close the door
3. Remember to check toilets for pupils as you leave the building
4. Assemble with the pupils in the playground
5. Return to class with children when directed by the Headteacher



# Federation of Shalfleet & Yarmouth C.E. Primary Schools

## GDPR Privacy notice for governors and other volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including governors.

We, the governing body of the Federation of Shalfleet & Yarmouth C.E. Primary Schools, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the Head of Legal Services and Monitoring Officer at the Isle of Wight Council at [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk) (see 'Contact us' below).

### **The personal data we hold**

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details

Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

Disability and access requirements

### **Why we use this data**

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring

Ensure that appropriate access arrangements can be provided for volunteers who require them

### **Use of your personal information for marketing purposes**

Where you have given us consent to do so, Shalfleet & Yarmouth C.E. Primary School may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

# Federation of Shalfleet & Yarmouth C.E. Primary Schools

## GDPR Privacy notice for governors and other volunteers

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation

Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

Personal data is stored in accordance with our data protection policy/records management policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our records management policy available on our website.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies - to meet our legal obligations to share information about governors
- Our local authority - to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as governor support

Professional advisers and consultants

# Federation of Shalfleet & Yarmouth C.E. Primary Schools

## GDPR Privacy notice for governors and other volunteers

- Employment and recruitment agencies
- Police forces, courts

### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Your rights

#### How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

#### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Federation of Shalfleet & Yarmouth C.E. Primary Schools GDPR Privacy notice for governors and other volunteers

### **Contact us:**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer at [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk) .

