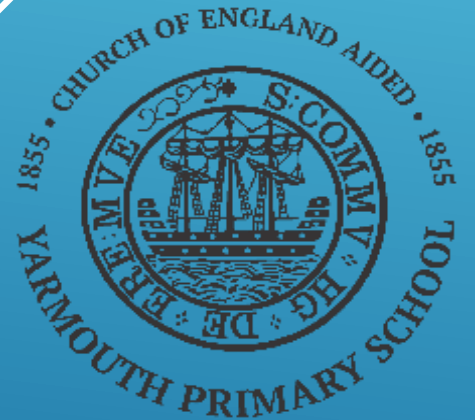


WELCOME TO SHALFLEET & YARMOUTH C.E. PRIMARY SCHOOL

Information for Volunteers

R.a.D.a.R

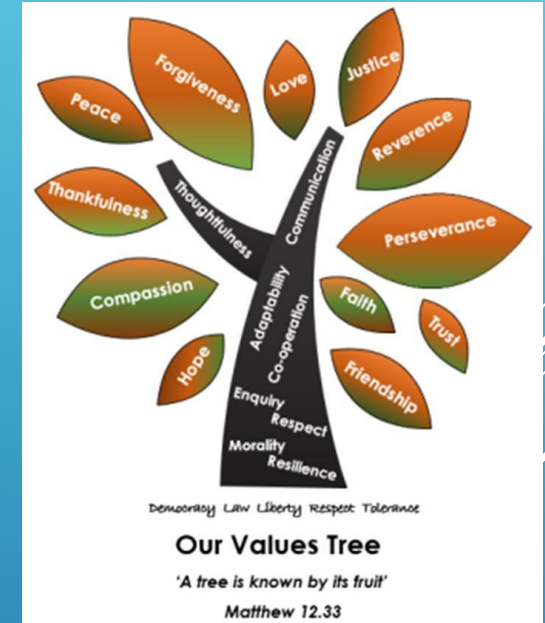
Respect Determination Relationships



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

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 a full 2-11 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.



OUR MISSION

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 PowerPoint 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

WELCOME



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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 adult's 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 familiarize 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.



- ▶ In light of the current pandemic, we have produced a robust risk assessment to reflect the stringent practices in place to help prevent the spread of the virus. We have attached the risk assessment for you to familiarise yourself.
- ▶ Adults are advised to keep a safe distance from other adults and children. If you are listening to a child read, it is recommended that you sit at a higher level than the child and avoid face to face.
- ▶ Remember to regularly wash your hands. Hand sanitisers are placed around the school for convenience. There are cleaning packs in each classroom and we politely ask that you wipe down your work area before and after use, using the Virabac spray and paper towel.
- ▶ Our Health & Safety advisors have visited our sites to see the schools operating within the Covid guidance, and we are pleased to say that we have passed with flying colours.

COVID-19



Our School Day – Yarmouth/Freshwater

Morning registration: 8.40 am

Morning break: KS1 10 am, KS2 10.15 am

Lunch: 12 pm – 1 pm

End of day: 3 pm

Due to the current pandemic, these times may alter to allow for social distancing

Our School Day – Shalfleet

Morning registration: 8.30 am

Morning break: KS1 10.15 am, KS2 10.30am

Lunch: 12 pm – 1 pm

End of day: dependent on individual classes

Due to the current pandemic, these times may alter to allow for social distancing

OUR SCHOOLS



All those who come into contact with children through their every day work whether paid or voluntary are responsible for their own actions and behavior 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

All staff including regular visitors and volunteers are subject to a Disclosure and Barring Service (DBS) check. 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 our care.

RESPONSIBILITIES AS A VOLUNTEER

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

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

Please remember not to initiate contact with children, let them take the lead, but discourage over-familiarity

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.

If you are helping dress/undress for PE etc., encourage the child to do as much as possible for themselves.

No adult in school is permitted to remove/insert earrings

Please refer to the Health and Safety Policy for full details

SAFE PRACTICE



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 is asked 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 they way that it does, please speak to a member of the senior management team. The school management reserves the right to choose volunteers who work in school.

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 above knee skirts. Open toe shoes are word at your own risk!



There can be no issue of greater importance to parents and carers, or to schools, than the safety of their children. The Safeguarding officers for the Federation are Elizabeth Grainger, Georgina Westhorpe, Jane Collins, Sarah Woodburn, Vikki Plumley, Mr Liam Roberts, Mrs Sylvia Smith and Stuart Cook.

Our team have worked to build a robust safeguarding culture where no member of staff would hesitate to report any concerns. Concerns regarding another adult are dealt with efficiently and in the strictest of confidence.

Please follow this link to our Safeguarding Policy on our website
<http://www.fosay.co.uk/policies/policies-2/>

SAFEGUARDING

**Keeping
children safe
is everyone's
responsibility**





**DESIGNATED
SAFEGUARDING LEAD
OFFICER
(DSL)**

**MRS ELIZABETH
GRAINGER
HEADTEACHER**



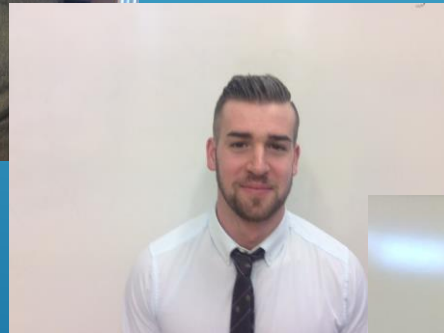
**DEPUTY DESIGNATED
SAFEGUARDING LEAD**

**MRS GEORGINA
WESTHORPE
DEPUTY HEADTEACHER**



**DEPUTY DESIGNATED
SAFEGUARDING LEAD**

**MRS JANE COLLINS
INCLUSION MANAGER**



DEPUTY DESIGNATED SAFEGUARDING LEAD

MRS SARAH WOODBURN

MRS VIKKI PLUMLEY

MR STUART COOK

Mr Liam Roberts

Mrs Sylvia Smith

All of us at one time or another has concerns about what is happening at work. Usually these are easily resolved.

You may be worried about raising a Whistleblowing Concern and may think it best to keep it to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next. We openly encourage all concerns to be reported to the DSL, any conversations are treated with the strictest of confidence.

Please familiarise yourself with our Whistleblowing Policy which can be found on our website or by following the link below:

<http://www.fosay.co.uk/policies/policies-2/>

WHISTLE BLOWING



NSPCC

Things aren't being done properly, so I know we're putting the children we work with in danger. I've raised my concerns, but I kind of got... brushed off. I don't want to press it, but it feels wrong to leave it. What should I do?

A chat with your partner over a cup of tea won't change anything. A chat with us can change a child's life.

Call the NSPCC Whistleblowing Advice Line today
0800 028 0285
Free & Anonymous

EVERY CHILDHOOD IS WORTH FIGHTING FOR
www.nspcc.org.uk/whistleblowing

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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 behavior or demeanour.

Please report these concerns to the Headteacher or to a member of the senior leadership team.

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

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

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 the 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 and do not criticise the alleged perpetrator

CHILD PROTECTION & SAFEGUARDING



All staff, volunteers and visitors are responsible for Health and Safety and should familiarise themselves with the Federation Health and Safety Policy. Any potential risks/hazards should be notified to the Caretaker or Admin team asap.

Health & Safety concerns should be reported to the school office/School Business Manager

All helpers must act as directed by a senior member of staff and in accordance with the principles, aims and practices of the school

The schools Health & Safety Advisors are Good Skills, tel: 01983 640142, mobile: 07519 729311, email: Barry@goodskillstraining.co.uk

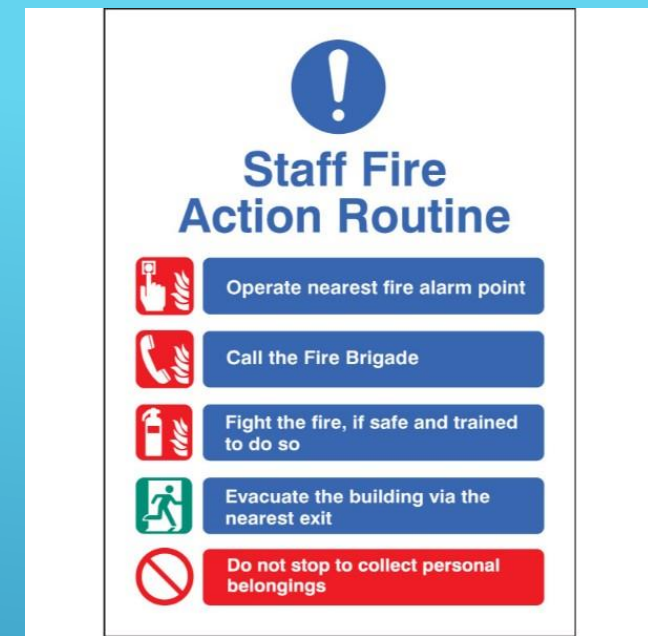
Our Health & Safety Policy can be found on our website:

<http://www.fosay.co.uk/policies/policies-2/>

HEALTH AND SAFETY




- ▶ If you discover a fire, raise the alarm from the nearest fire alarm point.
- ▶ Evacuate the building
- ▶ Call 999
- ▶ Only fight a fire if it is safe to do so and you have been trained to use fire extinguishers.
- ▶ Fire assembly meeting point is on the main school playground
- ▶ Fire drills are held every half term
- ▶ Do not re-enter the building until you are informed that it is safe to do so.



FIRE DRILL

Fire Drill Procedures



- 1- **D**rop everything and leave
(swiftly, silently, and safely)
- 2- **R**emember the emergency packet
- 3- **I**n line out of the building
- 4- **L**ine up
- 5- **L**isten for instructions

SAFE PRACTICE (SIGNING IN, MOBILES, ETC)



Don't forget to sign in and out each day, if you have the NHS Track and Trace app, please scan the QR code upon enter. Alternatively, when signing in, please leave your contact information

Please use hand sanitiser upon entry and remember to wash your hands regularly

Where possible, please keep a 2 meter distance between yourself, children and other adults

No mobile phones to be used where children are present

Do not take photos of children on your personal device

Do not befriend a child on Facebook or social media

Be mindful of what you post on social media. You are representing the school.

- ▶ Only staff who have a current first aid certificate are permitted to administer first aid.
- ▶ If someone sustains an injury a first aider must be sent for.
- ▶ Accidents should be reported to the school office who will advise you of the correct forms to be completed.
- ▶ Please familiarise yourself with who our first aiders are.
- ▶ Medical conditions – files are kept in each classroom in a ‘You Need to Know About Me’ booklet. The master file is kept in the school office.
- ▶ We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.
- ▶ 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.



FIRST AID PROCEDURE & MEDICAL CONDITIONS

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, please take the children to 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 authorized 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 check this arrangement before the child leaves.

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

CLUBS

- ▶ As a public body, we must ensure that all personal information that we hold, is handled appropriately and kept secure.
- ▶ When handling personal data, you should take extra care to ensure that it is not shared inappropriately, this includes:
 - ▶ Asking a colleague to check it before being sent – to avoid sending the wrong information
 - ▶ Double check email and address details
 - ▶ If sending electronically, put the information in a winzipped attachment with a password
 - ▶ Store papers and files securely, do not leave them unattended in public areas, or visible in cars
- ▶ Report any data breaches to the School Business Manager
- ▶ Please familiarise yourself with the GDPR Briefing Note for Staff and the GDPR Policy

GDPR



