



THE FEDERATION OF THE CHURCH SCHOOLS OF SHALFLEET AND YARMOUTH



Information for Volunteers



Welcome

We are excited to have you as a volunteer! You have taken an important step towards making a significant impact on the excellent educational curriculum at Shalfleet & Yarmouth CE Primary Schools. As a volunteer, you are instrumental in helping our schools create pathways to opportunities and success for the children in our care. Your commitment will help us enhance the educational experiences for children. Whether you volunteer one hour per week, one hour per month, or one hour per year, your commitment to education is appreciated.

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, sharing their knowledge and talents. The time you so kindly share with us means that children benefit from your generosity.

This handbook is designed to help you 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

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 one Governing Body and one Headteacher and has been in existence since 1st September 2010. We have worked exceptionally closely together, successfully expanding to provide education on both sites. We have improved and extended our buildings, developed the curriculum and further raised standards of attainment. Both schools benefit from having onsite Preschool settings, providing invaluable early years education.

Both schools & preschools 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 'Safe 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. The children who attend Shalfleet & Yarmouth CE Primary Schools and Preschool are at the heart of our settings, the focus of everything we do.

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.

Who is a School Volunteer?

A school volunteer is a person willing to take time to share wisdom and experience with the children of our community. A school volunteer helps to expand and enrich the children's learning experiences by working under the direction of teachers and school staff. A 'school volunteer' is any person who offers to perform a service or carry out an activity during the school day or during extended-day program, including school trips. A 'school volunteer' also includes athletic coaches who do not receive compensation or remuneration for their services.

Your Role as a Volunteer

Volunteers support our mission of education. If you volunteer in a classroom, you should make prior arrangements with the teacher with whom you will work. When working with children, individually or in small groups, be sure to follow instructions from the teacher very carefully.

The children's safety is paramount; therefore, you must always report to the office before you begin your volunteer activity. Volunteer badges will be provided to individuals who have completed their paperwork and training which will be kept on file in the office. Volunteers must wear their name badges while in the building and during the duration of the activity. Any adult without a badge will be sent to the office to sign in. We appreciate your cooperation!

We Expect You.....

- To be responsible and have an open mind and friendly attitude to all those you come into contact with while volunteering
- Adopt the school rules and follow the school policies and procedures, including confidentiality and health and safety
- To be reliable and to give some commitment to supporting our children and young people
- To inform us of any concerns or suggestions
- To enjoy your experience volunteering with us

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 other children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a person in 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
- 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 their 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), any photos must be taken using a school device. Never exchange emails, text messages, phone numbers or give out your own personal details
- Do not give or receive gifts unless arranged through the school

Suggestions for Starting Your Volunteer Experience

The following are suggestions that should prove helpful in developing a successful partnership with our students and teachers.

- Meet with the class teacher/staff member before you start
- Ask questions of your teacher (or other staff members) if you are unclear about something
- Keep communication open
- Know our safety and security protocols
- Get to know the school grounds
- Know the location and phone number of the school office

Volunteer Process

- Read the handbook, complete the volunteer application and hand it in to the school office
- The Headteacher approves the application
- You will need to bring to the school office documentation to allow a DBS (Disclosing and Barring Service) check to be completed
- Once the DBS check has been cleared, you will be asked to complete a few online courses on our Educare system
- You will be invited in to complete your induction process and meet your teacher to discuss activities and timings.

Our Schools

Our School Day – Yarmouth	Our School Day – Shalfleet
Morning registration: 8.40am	Morning registration: 8.30am
Morning breaks: KS1 10am, KS2 10.15am	Morning breaks: KS1 10.15am, KS2 10.30am
Lunch: 12pm – 1pm	Lunch: 12pm – 1pm
End of day: 3pm	End of day: 3pm

At Shalfleet & Yarmouth we offer a staggered start and finish time to help alleviate traffic congestion and allow for more social distancing due to COVID.

Signing In & Out

Please sign in and out of the school office as you come and go from school. This provides the school with a list of personal onsite in the event of a fire. Once you have signed in at the office, you will be issued with a volunteer lanyard which you will need to return to the school office upon leaving the school site.

Confidentiality

We ask that you respect the confidentiality of information that children or staff share with you. Volunteers must protect the teachers' and children's right to privacy. It is extremely important that you do not talk with other parents or community members about any of the children in school. Violations of confidentiality may cause the school to suspend your opportunity to volunteer.

You may encounter personal and school information while volunteering; you are not to disclose this information outside of the school setting. You will be serving in a unique capacity with our children.

Sometimes children share things with a volunteer that they have not shared with anyone else. This information may be about private family matters or information about themselves that they are entrusting to you. It is very important to the integrity of your work with children that you do not share this information with others. Unless of course, the child discloses a safeguarding issue with you.

If as a volunteer you are approached by anyone outside of the school and asked for information, it is vital that the person be referred to the school. You 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 Leadership Team. The school management reserves the right to choose volunteers who work in the school.

Safeguarding & Child Protection

All staff and volunteers will receive Child Protection training via Educare

There may also be a time when a student shares something that makes you feel uncomfortable or for which you feel unprepared, please see the Headteacher or appropriate staff member for guidance. A volunteer is never considered a substitute for a member of the school staff.

There may also be a time when a student shares something with you that causes you some concern about their personal safety. If this should be the case or if you have reason to believe that a child has been subjected to abuse or maltreatment, you must immediately inform the class teacher or Headteacher. School personnel will proceed by contacting the appropriate authorities.

The Headteacher is the Designated Child Protection Officer across the Federation. 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 (Deputy Headteacher & Inclusion Manager), Mr S Cook or Mr L Roberts (school lead teachers) or Mrs Woodburn who have all received the relevant training.

Please refer to the school policy for further guidance. This can be found on our school website, www.fosay.co.uk or if you prefer, a paper copy from the school office.

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

If working with a child you became concerned about

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

Report any concerns immediately to the Headteacher

What should I do if a child discloses that they are 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.

If a child discloses

- 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**
- Stress that 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 Safeguarding Lead 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

Appropriateness of Volunteer work

If you are asked to do something that makes you feel uncomfortable or for which you feel unprepared, please see the Headteacher or appropriate staff member for guidance.

Student Discipline

Children may occasionally have a behaviour problem while working with a volunteer. As with all employees, volunteers may not touch a student in an aggressive, disciplinary, or sexual manner. It is the teacher's responsibility to discipline the children. Any concerns that you have about a child and how to manage their behaviours should be brought to the teacher. Speaking to the children in a calm, focused way will go far in getting their attention and cooperation. Telling them directly what you expect of them and what the standards are for the activities will give them a framework on which to focus their efforts.

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

Volunteers must not lift heavy tables or equipment.

Fire Drill

In the event of a fire or on hearing the fire alarm. Please follow the instructions below:

If you discover a fire

1. Operate the nearest fire alarm
2. Notify the school office

On hearing the alarm

1. Help the class teacher line up the children
2. Check that the classroom is clear and close the door/windows
3. Remember to check the toilets for pupils as you leave the building
4. Assemble with the pupils in the main school playground and await instruction
5. Only return to class when you have been authorised to do so by the Headteacher or Deputy Headteacher

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.

SCHOOL RULES

Attire

Your appearance should be neat and professional. This would apply to field trips as well as indoor and/or outdoor activities. In the event that attire is deemed to be inappropriate; t-shirt slogans, advertisements for tobacco or alcohol products, attire displaying weapons, etc., the Headteacher may ask a volunteer to leave the school

Professionalism

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.

Drugs (prescription and over-the-counter)

Our school is a drug-free workplace. Drugs of any kind are not permitted to be in the presence of children. Please be aware of what you have in your pockets or bags. Volunteers are not permitted to give over-the-counter medication or medical treatment to students. Please send students with this need to the class teacher, class support staff or the office.

Tobacco

Tobacco use (or vaping) of any kind is never permitted in the school or on the school grounds (including the school car park); this includes evenings and weekends.

Social Media

Because, in a form, school volunteers represent the school, it is reasonable for the school to ask volunteers to represent themselves and the school within their social media in a professional manner. As well, due to privacy concerns, volunteers should not post on social media any information obtained while volunteering. Also, volunteers are not permitted to post online pictures of students (other than their own children) or staff, taken while serving in the capacity of a volunteer. Volunteers are not to accept friend requests, follow or seek to befriend children on social media. Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of social media may cause school authorities to suspend that privilege.

Whistleblowing

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/>

Where should I park

At Shalfleet, please park in the bottle bank carpark next to the Horse and Groom. At Yarmouth, please use free on street parking, or alternatively please use the council car park (parking permits are available from the school office).

Volunteer Placement

It is not always in the best interest of a child to have parents, grandparents, guardians, etc., volunteer in their children's classrooms. Therefore, volunteers may be utilised in classrooms other than those in which their children are enrolled. Younger and/or older siblings are not permitted to accompany volunteers in the school

Promotion of Products, Religions, or Politics

Volunteers may not promote any commercial product, any religious doctrines or beliefs, or any political candidates or parties while volunteering at school.

When working with an Individual Student

- Let the student know that you care about their thoughts and ideas
- Accept the student for who they are.... don't try and make them into something they are not. You are here to help, not change them
- Be encouraging
- Recognise efforts as well as products
- If you don't know an answer to something, admit it and work it out together, nobody knows everything!
- Let the child know that you enjoy your time with them and enjoy yourself!

When Working with Groups of Students

- Find out what the teacher wants you to work on, get specifics
- Indicate to the children how you would like to be addressed, the teacher may have preferences in this area
- You may want to have the children wear name tags so that you can address them personally
- Discuss with the teacher ahead of time what classroom management techniques you should be using
- Encourage all the students, not just the ones with the correct answer
- Give each student time to answer, don't allow other students to jump in and answer for them
- Ask students their names and make notes in order to remember them
- Let the children know that you enjoy your time with them, and enjoy yourself!

Restrooms

Volunteers must use restrooms designated for staff. Volunteers are not permitted to use student restrooms.

Student Contact

Volunteers should not telephone students or visit them off-campus. If you are interested in working with students off-school and outside of school hours, we encourage you to contact local organisations that arrange these types of situations. Volunteers are not to ask for telephone numbers of students nor to give their numbers to students for the purpose of phoning or texting.

Mobile Phones

Mobile phones should be off while you are working with children, except in case of emergencies. If you must take or make a call, please do so in the staffroom or outside of the school. Talking on the phone is very distracting to the students. It can also give the impression that what they are doing is not as important as the conversation.

Safe Practice

Please do not use your mobile phone inside the 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 guidelines 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 & Safety Policy for full details

Child Protection and Safeguarding

The Federation of the Church Schools of Shalfleet & Yarmouth

Safeguarding Officers

The Designated Child Protections Officer is:

Mrs Elizabeth Grainger

The Deputy Designated Child Protection Officer is:

Mrs Georgina Westhorpe

The Governor Safeguarding Lead is:

Mrs Caroline Weeks

The Inclusion Manager is:

Mrs Georgina Westhorpe

VOLUNTEER CODE OF ETHICS

You are about to join a very important part of our school's educational team of school volunteers. It takes an exceptional person to give their time and energy to help make our school's stronger. Your caring enables us to work better and more productively, and your involvement gives our students extra time and personal contact that are vital to academic success. You are sending students the powerful message that people care about them. As a role model, it is important to follow the Volunteer Code of Ethics and honour Volunteer General Agreements.

RESPECT FOR AUTHORITY: A volunteer should respect the authority of the school and the school administration

CONFIDENTIALITY: A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone, but the designated school staff.

IMPARTIALITY: A volunteer shall favour no one side or party more than another in all school situations.

OBJECTIVITY: A volunteer shall not let their personal feelings enter their work as a volunteer.

APPEARANCE: A volunteer shall dress appropriately, always remembering that they are setting an example for the students.

Additional Requirements

1. I agree to perform the duties assigned to me in accordance with the Local Authority and the school Volunteer Handbook
2. I agree to conduct myself in a professional manner, to promote the education and interests of the students and the reputation of the Federation of the Church Schools of Shalfleet and Yarmouth
3. I agree not to disclose any confidential information or materials that I may have access to as a result of my volunteer assignment
4. I agree not to post student information or pictures on social media sites.
5. I understand that as a volunteer I must work under the direction of a professional employee at all times.
6. I understand that I may be dismissed if I have been named as a perpetrator of a founded report of child abuse or as the individual responsible for injury or abuse in a founded report.
7. I agree that any contact with students beyond my approved method of contact associated with my volunteer work, must be pre-approved by the student's parents/guardians and the school principal.
8. I have read, understood, and agree to comply with the provisions of this volunteer handbook.
9. I understand any volunteers who have or will have unsupervised access to students on a regular basis may be required to submit to a criminal record check at any time.
10. I confirm that I have never been arrested or convicted of a criminal offence. I have never been named as a perpetrator in a founded or indicated report of child abuse, and in the future if arrested or convicted for any such offence or named as a perpetrator, I will provide written notice to the school within 72 hours of such event.
11. I understand a violation of any of the terms of this volunteer handbook could result in termination of my volunteer assignment. My signature on the volunteer application indicates the following: all information provided by me is both current and accurate, I have received and read this volunteer handbook, and I agree with all volunteer terms, conditions and policies.
12. I understand that although I am covered under the Local Authority's liability insurance policy, however, no other insurance cover is applicable.
13. I understand if I become ill or suffer an injury as a result of volunteer services for The Federation of the Church Schools of Shalfleet & Yarmouth, I release the school of any obligation; agreeing that I shall be responsible for any and all hospital and medical charges that may accrue.

14. I realise the school from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.
15. I agree that it is my responsibility to notify the school if the status of my criminal history information changes in any way after the date on this form.
16. I understand that serving as a volunteer requires yearly headteacher recommendation and approval.

My signature on the volunteer application attests that I have read and understand the expectations and confidentiality of being a school volunteer. I understand that if any of the Code of Ethics or General Agreements are violated, I may not be able to continue to offer my time as a classroom volunteer.

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 (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.

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 were:

- 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

- 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

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.