



# Volunteer - Handbook



Thank you for offering to help with the children – we are delighted that we are able to use your time, skills and patience to the benefit of the children at our school. We hope you have an enjoyable time while you are with us.

The school has a duty to safeguard and promote the welfare of its children. This includes a duty to take all reasonable steps to ensure that adults who come into the buildings or grounds are not a risk to the children or young people. This is a welcoming place and visitors enhance our provision of education. We are also fortunate to have many parents and volunteers who help in the classroom and with other activities.

It is important to have a policy that includes measures to ensure suitability of all volunteers and visitors. This is a streamlined procedure because it is not necessary to impose onerous requirements on our staff or our volunteers and visitors. However, we do need to recognise that visitors and volunteers in particular are seen as safe and trustworthy adults and sensible precautions are needed.

## Aims

Our aim is to maintain a safe environment for children and young people through the operation of sensible and proportionate procedural checks to ensure volunteers are suitable people to be working in school with children. Volunteers will be equipped with the knowledge of who the Designated Safeguarding Leads (DSL) are should they have a concern regarding safeguarding.

You will find the following information in the fullest detail in the **Guidance for Safer Working Practice for Adults Who Work with Children and Young People and Child Protection Policy**. The DSLs are:



Mr Adam Morris  
Headteacher



Mrs Julie Rowntree  
Pastoral & Family Mentor



Miss Sarah Leaman  
Deputy Headteacher



Miss Chloe Chappell  
School Business Administrator

All adults are expected that they will adopt high standards of personal conduct in order to maintain confidence and respect of the public in general and all those with whom they work. All visitors (parents, placement students & supply teachers) will be presented with an appropriate lanyard which has information relating to: H&S, Safeguarding, Classroom /Pupil toilets, Emergency procedures, Accidents, Smoking and property/vehicle.

## 1. Dress and Appearance

Adults should dress in ways which are appropriate to their role and they should take care to ensure that they are dressed appropriately for the tasks and the work they undertake. The school operates a 'smart casual' dress code.

## 2. Professional boundaries

Adults should be mindful of the need to maintain professional boundaries.

## 3. Key Policies available on the website that should be referenced:

Behaviour Management, Safe touch & positive handling, Whistle Blowing, Safeguarding & Allegations against staff

## 4. Communication with Children and Young People (including the Use of Technology)

1. Not give their personal contact details to children
2. Only use equipment provided by the school to communicate with children
3. **NOT USE INTERNET OR WEB-BASED COMMUNICATION CHANNELS TO SEND PERSONAL MESSAGES TO A CHILD**
4. **ENSURE THAT IF A SOCIAL NETWORKING SITE IS USED, DETAILS ARE NOT SHARED WITH CHILDREN AND PRIVATE SETTINGS ARE SET TO A MAXIMUM**
5. **THE USE OF MOBILE PHONES FOR ANY PURPOSE IS FORBIDDEN (other than in the staff room)**

## 5. Infatuations

Adults should report to a Teacher and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace.

## 6. Social Contact

Adults should have no secret social contact with children or their parents. They should consider the appropriateness of the social contact according to their role and nature of their work.

## 7. Physical Contact

It is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their agreed role and responsibilities. To be aware that even well intentioned physical contact may be misconstrued by the child. Physical contact should take place only when it is necessary in relation to a particular activity. Adults should be familiar with and follow recommended guidance and protocols.

## 8. Personal Care: This will be taken care of by school staff.

**One to One Situations:** Always inform staff and /or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by. During break times the Parent/Helper should not be in the Classroom but will be required to assist the staff in the playground.

## 9. Transporting Children: Ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including having proper and appropriate insurance recorded in the office. Ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.

## 10. Confidentiality: Adults are expected to treat information they receive about children and young people in a discreet and confidential manner Including information which they may 'hear' or 'see' from being in school – not just information gathered directly.

## 11. Sharing Concerns and Recording Incidents: Adults should be familiar with the school's system for recording concerns and should take responsibility for recording and incident, passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school.

Please confirm that you have read the information and taken a copy if necessary.

Signed.....Date.....

Print Name.....