



**Prospect Vale**

**Primary School**

*"Making memories magical"*

# Guidance for Volunteers & Visitors

Autumn Term 2023

*Thank you for volunteering to help in school, we really appreciate you support for the children.*

*Sometimes people feel unsure of what to do in certain situations when they are in school.*

*Here are some guidelines, which may help, but please do not hesitate to ask any member of staff if you are ever unsure or need further information or guidance.*

### Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember how someone else may misinterpret your actions, no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself, we promote independence in learning and actions
- Always tell someone (Teacher) if a child touches you or speaks to you inappropriately

### Disclosure and Barring (DBS)

Prospect Vale Primary School ensures that all volunteers working alongside children hold a current DBS certificate. The current regulation states that we are unable to carry out 'Barred List' checks for volunteers who are supervised to statutory DFE standards. As such, our volunteers work in a 'regulated activity' which means that there must always a member of employed staff present in the area the volunteer is working.

### Arrival at School

All visitors are required to sign in and out of school using the signing-in book located in our reception area. Your visitor badge must be visible and worn at all times.

### Dress Code

We ask all volunteers to be mindful of their attire, this means appropriate and comfortable clothing. On the grounds of health and safety, we have many stairs in school and we therefore discourage the wearing of high heels or shoes with no back (flip flops).

### Mobile Phones

The use of mobile phones is **strictly prohibited while with the children**. We ask all volunteers not to keep mobile phones securely either in the staff room or in the class teacher's cupboard.

### The Staffroom

The staff room may be used by volunteers and you are very welcome to use it during your breaks. Please be mindful of confidentiality (see Confidentiality section below). Tea/coffee is free to all visitors.

As part of our health and safety policy, hot drinks must not be carried around school in case of spillage. We ask that you bring a lidded travel mug for drinks.

Please let the member of staff you are working alongside know when you are going for a break.

### What should children call you?

Children should call you by your formal name

Eg) Mrs/Mr..... even if, out of school they call you by your first name.

Similarly, all staff should be referred to by their formal name.

### What if I am unable to help?

If you are unable to come into school at your usual time, please could you send a message via the school office or let the class teacher know.

## Confidentiality

When you are working in school it may be necessary for the teacher to give you information about a particular child that you are working with. We ask that you maintain this confidentiality by not discussing any children's detail/progress etc with anyone other than members of staff.

## Safeguarding

**It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.**

You will be given initial safeguarding training from a Designated Safeguarding Lead and support is always available. The Designated Safeguarding Leads for the school are: Mrs Gaulton (Acting Head Teacher) and Mrs Turnbull-Mills (Acting deputy head). There are posters around the school with photographs to aid identification. Please also ensure that you have read the schools Safeguarding Policy which is available on the website and Keeping Children Safe in Education. Following your induction meeting you will need to sign to agree that you have read both.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181962/Keeping\\_children\\_safe\\_in\\_education\\_2023\\_-\\_part\\_one.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one.pdf)

### **What do I do if a child discloses they are being harmed?**

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell the teacher who will be able to help them. Inform the teacher immediately who will then follow school safeguarding procedures
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given
- Date, time and sign the record using cause for concern form (available from school staff). Pass this on to one of the teachers who will action on the schools safeguarding system called CPOMS

- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed

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

If you become concerned about:-

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour

Please report these concerns immediately to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:-

- Immediately inform the Head Teacher
- In their absence, immediately inform the Deputy Head Teacher

### Health and Safety

#### **Fire:**

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

#### **Accidents and Illness:**

All accidents, regardless of severity, need to be reported to a first aider. All our staff are first aid trained but always but staff will inform you of the first aider nearest to where you are based. All accidents will be logged in our accident book. Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around the school.

### Pupil Behaviour

All staff have clear expectations of children's behaviour and follow a whole school behaviour policy. During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

### Refreshments

Own refreshments are permitted. Drinks should be in a lidded mug.

### Medical Conditions

If you have any medical condition, please bring this to the attention of Mrs Cron, School Business Manager.

### Tasks in school

There are many varied tasks, which staff in school undertake. As well as working with children, you may be asked to mount work, prepare resources etc. If you are not sure of where resources might be kept or how to complete a task, please ask a member of staff.

*We hope that you enjoy the time you spend at Prospect Vale and once again, many thanks for volunteering.*