



Kemsley Primary Academy

Volunteer Guidance

At Kemsley Primary Academy, we welcome and value all members of our community who feel that they are able to give time to volunteer within our school. We know that every volunteer brings invaluable experience, knowledge and skills to our school and the community in which we work and live.

Through our volunteer programme we aim to:

- Enhance the learning experiences of pupils
- Encourage parents/carers to be actively involved
- Ensure parents / carers feel welcome and valued
- Ensure maximum use is made of all these adults' skills to enrich learning opportunities

Our Code of Conduct

We want you to enjoy your time with us and find it a worthwhile experience and actively work alongside volunteers to ensure that this is the case. However, our primary concern is always the safeguarding of the children in our care and, as a result, we provide guidelines in which we expect all adults within the school to operate. Our 'Code of Conduct' (attached at the end of this guidance) sets out the standards that we require all adults to comply with at all times. By signing and returning the Code of Conduct, you are signifying that you understand what is required of adults within the school and that you agree to abide by the statements that are given.

Community Team

The school's Community Team is a group of volunteers that work closely with the school to support school events, attend school trips and help with fundraising. The Team is bound by the same Code of Conduct as all other volunteers.

Signing in and out

Please ensure that you sign in at the reception desk when you enter the building and sign out when you leave. Community Team members have a specific folder in which they sign in/out; all other volunteers should sign the visitor book. Please ensure that you wear the lanyard that you are provided with which indicates to the rest of the school that you are a known visitor and that you have signed in appropriately.

Confidentiality

It is vital that confidentiality is upheld and that information and discussions that occur within the school are not discussed with anyone other than the class teacher or Headteacher.

As a member of our school team, you may be involved in classroom activities and therefore become aware of the differing learning abilities and needs of individual children. In addition, you may hear conversations regarding individual children or be aware of school documentation.

It is important to remember that anything you might learn as the direct result of volunteering within the school, be it in reference to a child or a member of staff, must remain absolutely confidential.

Child Protection

As part of your time in school, you may become aware of safeguarding issues for individual children.

If you feel that a child may be at risk of harm but you are not sure, please inform a member of the Safeguarding Team immediately. They will take the appropriate action. Please be aware that safeguarding concerns can apply to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the School's Safeguarding Policy is located in the staffroom and on the school website. Please ensure that you have read and understood the policy.

If a child discloses to you that they might be subject to safeguarding concerns, please react calmly, listen carefully and never promise that you will be able to keep the conversation confidential. Explain to the child that you will need to pass on information for their safety.

Please ensure that you:

- Do not ask leading questions or make judgements
- Do not artificially prolong a discussion with the child
- Reassure the child that they are doing the right thing
- Immediately write down everything that has been said as a record of the conversation
- Immediately speak to either the Designated Safeguarding Lead or one of the deputies (see list below).

Designated Safeguarding Lead

Louise Blunderfield

Deputy Safeguarding Leads

Cathryn Andrews, Vicky Franks, Claire Steadman

DBS Checks

For children's safety, all our volunteer helpers who are engaged in regulated activity are required to have DBS clearance before they work in the school. In order to attain the DBS you will be required to provide:

- Photo ID
- Address ID

Guidance around acceptable forms of ID is given as part of the DBS process.

In addition, we require all adults working in the school to sign (on an annual basis) a Disqualification declaration.

Please note that the Headteacher reserves the right to request a reference for a volunteer.

Please note that if you do not have a DBS check, you are not allowed to have unsupervised contact with children. This means you should not be alone with a child/children either in or outside of school.

Health and Safety

Please be vigilant at all times. If you see anything that you feel may endanger the wellbeing of anybody you must report this immediately.

Please ensure that you are aware of the fire evacuation procedures for the school and the fire evacuation routes for the different parts of the building that you may be in. In the event of a fire alarm, please exit via the nearest possible exit taking any children in your care with you. Information on the evacuation procedure is available in all classrooms and in the 'safeguarding' leaflet at the Reception desk.

The school has a no smoking policy throughout the entire site.

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Code of Conduct

This code applies to all adults who work within the school in any capacity, paid or as a volunteer.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children will be watching you as you work and move around the school. They will copy you, and may talk about you to others outside of school. We expect all adults to comply with this code of conduct at all times, within the school, or on visits on behalf of the school.

When we speak to others we will

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation
- Use a calm tone of voice at all times, to explain something or to instruct the children, so that they can follow our words without feeling threatened or uncomfortable
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high esteem
- Demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will

- Avoid encouraging gossip about adults or children, and will take active steps to divert conversations away from this if we come across it
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
- Treat everyone with respect
- Dress appropriately, so that we set a good example for the children and to show that we are here to work
- Behave in a positive way despite any personal problems that we may have, especially in front of children
- Not use texts, emails or Facebook etc. to discuss or publicise school issues or children and their families
- Carefully consider the appropriate use of Facebook etc.

To uphold the statutory requirements of working with children we will

- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of staff and the governors
- Follow the school's guidelines on dealing with the children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain children
- Keep up to date with the guidelines for child protection, know what to do and who to report to if anything occurs
- Treat all children equally and show no favouritism
- Maintain confidentiality about children, their families, home circumstances, medical conditions, work behaviour and progress

Signed:
Print Name:

Date: