

ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL



VOLUNTEER INDUCTION BOOKLET

School starting times:

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| Kennion Building | Nursery (am) 8.30am – 11.30am (Mon-Fri) |
| | Nursery (pm) 11.45am – 3.30pm (Mon-Thurs) |
| | Reception/Year 1 – 8.40am – 2.50pm (Mon-Thurs) |
| | Reception/Year1 – 8.40am- 1.05pm (Friday) |
| Powell Building | Year 2 – Year 6 – 8.50am – 3.00pm (Mon-Thurs) |
| | Year 2- Year 6 - 8.50am- 1.15pm (Friday) |

Confidentiality

At All Saints Church of England Primary School we are fortunate in having a wealth of volunteers to extend and enrich curriculum opportunities for the children.

It is vitally important that school matters are not discussed outside school. Volunteers should not discuss individual children with anyone outside school. If parents raise discussion concerning school issues with volunteers it is requested that volunteers politely refer the enquiry directly to the class teacher or to me.

I am sure you understand that confidentiality is crucial and must be adhered to.

Expectations

It is vital that a volunteer is **reliable** and comes to school on the agreed days at the agreed time. If you are unable to come for any reason, please call the school office on 01274 415222 between 8.00am – 8.30am. Volunteers should be dressed smartly and professional. Classroom-based volunteers should not wear heels more than 2.5 cm high. T-shirts and clothes with slogans should not be worn. Smart (not faded, ripped, low-cut etc) black jeans/jeggings/chinos may be worn. As we have a number of children with allergies throughout the school, please do not buy sweets or indeed other gifts for the children at the end of your placement.

Mobile Phones

Mobile Phones should be switched **OFF** in classrooms and only turned on at break times in the staffroom.

NO photos of children should be taken on mobile phones or personal cameras.

The Role of a Volunteer

You may be asked to work with individuals and/or small groups of children. This will assist the teacher in enabling children to understand the work and helping them achieve to the best of their ability. You may also be asked to undertake some administrative tasks (photocopying/filing) and/or classroom based tasks (mounting work, displays) etc.

If you don't understand any tasks please ask for further clarification. Don't be afraid to ask, sometimes teachers explain things using jargon and are blissfully unaware that they are doing it!

Expected Professional Values

- Have high expectations of all pupils; respect cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with pupils; treat them consistently, with respect and consideration.
- Demonstrate and promote the positive values, attitudes and behaviour expected from pupils.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Communicate effectively and sensitively with pupils.

Safeguarding at All Saints

All Saints Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and comply with the **All Saints code of conduct**.

- The governors and staff of All Saints fully recognise the responsibility it has to the safeguarding and protection of pupils.

- All governors and staff, including volunteers, have a full and active part to play in protecting children and young people from harm.

One to One Situations

- If you are working with a child or group of children ensure the class teacher knows where you will be working.
- When working with a child try to ensure that the location is visible to others – corridors or rooms with the door open.
- Avoid meetings with a child in a remote or secluded areas.

Physical Touch

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Appropriate physical contact in schools will occur most often with younger pupils.

What to do if a Child Discloses Abuse

- Stay calm and reassuring
- Don't make any other promises to the child – the situation may cause you to react emotionally
- Listen and reassure
- **Do not press for details**
- Tell the child that he/she was right to tell
- Immediately contact the child's class teacher and report your conversation
- **The designated safeguarding leads are:**
John Davie (Head teacher)
Kathryn Shaw (Deputy Headteacher)
Therese Holden (Inclusion Lead)
Jenny Willimams (Parent Involvement Worker)

Reasons for Whistle-Blowing – Don't think 'what if I'm wrong?' – Think 'what if I'm right?'

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

Report behaviour by adults in the school that raises concern regardless of source to The Designated Safeguarding Officers (as above).

FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for the premises. Volunteers should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

- Leave by the nearest fire exit, taking your pupils and any visitors with you. Each classroom has evacuation instructions clearly displayed
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area in the school playground
- Do not re-enter the building until the all-clear is given

DISABLED PERSONS – if the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the car park, from where they can join the rest of the school at the assembly point if safe to do so. See fire emergency plan for pupils, staff and volunteers with personal emergency evacuation plans.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area (school playground), ensuring that you sweep areas you move through for anyone who may still be inside
- Close doors behind you

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building or the Headteacher, Deputy or member of the Senior Staff will do so or be instructed to do so from the assembly point
- Upon their arrival, the Headteacher, Deputy Headteacher or person in charge will liaise with the fire representative and hand over any relevant documentation, including fire risk assessment, fire emergency procedure and plans of the building (in dedicated folder).

4. ROLL-CALL

Each teacher will take their emergency registers with them to the assembly point. They will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff, visitors and volunteers have arrived at the assembly point in the school playground.

5. FIRE DRILLS

Fire drills are carried out each term and logged in the fire log book. Some staff are warned in advance of these drills but not all in order to maintain authenticity and reduce complacency.

6. PERSONNEL (Teachers/support staff/volunteers)

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Headteacher, and in their absence the Deputy Headteacher upon your arrival at the assembly area

7. STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge

of the class. Support staff will also be required to sweep any areas they pass through for personnel as they exit the building.

8. VISITORS AND CONTRACTORS

All visitors and contractors should report to the school office, signing in on the inventory system on arrival and before leaving the premises (including leaving the site for lunch).

9. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

11. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.