



# Fishbourne Church of England Primary School

*There is only one you in this great big world...  
...make it a better place.*



# **Volunteers Handbook**

## **Welcome to Fishbourne Church of England Primary School!**

Thank you so much for volunteering your time to make our school a better place to be! We are very pleased to welcome you to our school family and look forward to working with you to serve the children and families who come to Fishbourne Church of England Primary School. Visitors and volunteers at our school bring a wealth of skills and experience that can enhance the learning opportunities of our children. We are enormously thankful for your contribution!

This handbook has been put together as a guide to volunteering as a member of our Fishbourne family and in here you will find basic information about our school community. If you have any questions at all, please don't hesitate to ask!



### **Safeguarding is a priority for all members of our school community.**

We take our responsibility to safeguard the children in our care very seriously. All volunteers will have been asked to complete the DBS clearance procedure and provide a reference before starting to volunteer their time in school.

We will ensure that all volunteers at Fishbourne Primary have access to appropriate safeguarding training that will help you to feel confident about recognising, recording and reporting any concerns you have relating to safeguarding.

All volunteers, as part of their training, will have read Keeping Children Safe in Education Part 1:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912593/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf)

In school we have 4 safeguarding leaders:

Naomi Day – Designated Safeguarding Lead

Catherine Williams – Safeguarding Lead

Emily Harris – Safeguarding Lead

If you have any concerns, no matter how small, please make sure you touch base with one of the members of the team listed above. Never go home with a worry without reporting it.

## School Vision



***There is only one you in this great big world... make it a better place!***

*(Linda Kranz, 2014)*

In everything that we do at Fishbourne CE Primary School we believe that there is only one you! Uniquely created by God, each and every member of our learning community has an important contribution to make both to our school and to the wider world. This belief has a huge impact on the way that we support our children and families, and in our approach towards learning.

Most importantly, we strive to personalise rather than standardise learning for each member of our learning community. By knowing each other well and building positive relationships between children, staff and parents, we ensure that each individual has the very best experience of learning. Children's learning is personalised to meet their needs, offering the support and challenge needed at the right times to ensure that they thrive.

We have developed a strong philosophy for teaching and learning. Our curriculum is unique. We design it for the children at Fishbourne and at its heart there is a commitment to developing a set of core learning behaviours that our children will need for a lifetime of learning. By the time the children come to the end of their time with us we will have nurtured and supported them to become courageous, determined, positive, collaborative and reflective learners. They will be ready for their next adventure and confident about tackling the challenges that lie ahead!



We passionately believe that:

“Every child deserves a champion: an adult who will never give up on them, who understands the power of connection and insists they become the best they can possibly be.”

- Rita Pierson, Educator

Your role, as a volunteer in our school gives you a wonderful opportunity to connect with our children and make a huge difference to them.

## **Confidentiality**

Confidentiality is very important in any school. As a volunteer helper you will, from time to time, see and hear things that are personal to a child or adult. You will also find out things about children and how they learn. This must be regarded as confidential out of school. Please refer to our Data Protection Policy on our school website for further information.

As teachers we are very clear that we will only talk about a child with their parents. Discussing how another child is getting on with their parents, however innocent the comment is not helpful. If we become aware that such confidential information is shared inappropriately then it will be addressed, as it can be damaging to home/school relations. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher or one of the safeguarding leads. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with one of the safeguarding leads.

If you are approached by a parent requesting that you share information about their child, you should refer them to the class teacher or one of the safeguarding leads.

## **Health and Safety**

Please sign in the visitors' book every time you help in school, and sign out when leaving. Please remember to wear the Visitor lanyard as this lets everyone know that you are “officially signed in”.

Wherever you are working in school, please ensure that you have read and understood the fire evacuation plan (displayed in every classroom).

The school has a Health and Safety Policy available upon request from our school office and visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the Headteacher or class teacher.

If a child is in need of First Aid during your visit, we have lots of qualified first aiders on the school site who are on hand to give any treatment. If a child needs first aid, please ask a member of the staff team.

To ensure the safety of our children we adopt the following procedures;

1. All visitors and volunteers are given a copy of this handbook.
2. Visitors and volunteers must sign in and wear a Visitor identification badge whilst on the premises at all times.
3. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
4. If you are volunteering for off-site activities please read and sign (Appendix 2)
5. The school will ask all volunteers to provide the name of a professional referee.
6. Anyone visiting or volunteering on a regular basis and who has substantial access to children must have a full, up to date DBS check. If you have not, please see the Bursar.

### **Supervision**

All visitors and volunteers are under the supervision of the Headteacher or class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

### **Mobile Phones & Photographs**

Please do not use your mobile phone in the classroom or communal areas, such as corridors or the school library. In accordance with our Acceptable Use Policy, photographs or videos should not be taken under any circumstances.

### **Break times**

While you are in school, please feel free to make use of the staffroom and enjoy a cup of tea – you are very much part of our team when you are in school volunteering and are warmly welcomed to join us. Please be aware that sometimes professional discussions will take place concerning individual children of a confidential nature.

### **Reliability**

It is vitally important that volunteers let us know at the outset, what their commitment is likely to be. Whilst recognising that volunteers give their time for free, it would be most helpful for teachers to be able to plan, in terms of how many adults are in the classroom. If we are expecting you, we will have planned for you.

If you cannot make a time you have arranged to volunteer for personal reasons, then please do let the office know in good time.

# THANK YOU!

Schools are busy places, and so although we might mean to thank you for every visit you make, there will be times when this may not be possible in the hurly-burly of the school day. The time and effort that you give to the school really benefits the children in so many ways, and so thank you (in case we forget to say as often as we should!).

## ‘THANK YOU VERY MUCH!’

*Please complete the forms shown in the Appendix and pass to the school office where it will be held on file for the duration of time you volunteer at our school and comply with the GDPR regulations.*

## Appendix 1

Fishbourne C.E Primary School

### Visitors and Volunteer Agreement

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Visitors and Volunteer Handbook
- I have read the most up to date version of Keeping Children Safe in Education Section One and understand the procedures for notifying the Designated Child Protection lead of any issues
- I agree to support the school's aims and values
- I agree to treat information I learn from being in the school as confidential at all times

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Confidentiality Agreement Declaration:

I hereby agree that I will at all times -

\*Not reveal or use any personal or sensitive data stored or accessed by West Sussex County Council for personal gain;

\*Not reveal or use confidential information regarding systems and programme design, and data for personal gain;

\*Not discuss any personal or sensitive data stored or accessed by West Sussex County Council with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of the work carried out on behalf of the council during working hours.

\*Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to equipment and loss of stored data;

\*Undertake to familiarise myself with the data protection procedures set down by West Sussex County Council as a result of the General Data Protection Regulations;

I understand that any breach of this agreement could result in the council's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence West Sussex could be in breach of Data Protection Act or the General Data Protection Regulations.

As such the council will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work with immediate effect.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43a of the Employment Rights Act.

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please pass this form when completed to the school office where it will be held on file for the duration of time you volunteer at our school.**

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

### **The Role of a Volunteer Helper**

- To be responsible for and look after, in equal measure, all of the children in your group
  - To stay with your allocated group and ensure their wellbeing and safety for the duration of the trip
  - To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
  - To ensure that your group keeps up with the rest of the school visit party
  - To contact your class teacher if there are issues with first aid, safety or behaviour
  - To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
  - To follow guidance from school staff
- 
- Please do not bring additional siblings on the school trip
  - Please do not use your mobile phone unless the call or text is urgent
  - Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
  - Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
  - Volunteers are not allowed to buy their group treats, e.g. ice cream, sweets etc. – before or after the school trip
  - If you are not a regular volunteer and have not had a DBS check carried out by the school then please refrain from escorting a child to the bathroom (please ask a member of staff to do this) or being alone with a child on any occasion.

### **Emergencies**

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

### **Driving**

If you are driving children, please show your driving licence and a valid insurance policy at the school office. You will be asked to complete a form regarding driving at this point.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Date.....