

Fishbourne C E Primary School

Volunteers

Duty of care



WELCOME TO FISHBOURNE CE PRIMARY SCHOOL

Visitors and volunteers at our school bring a wealth of skills and experience that can enhance the learning opportunities of our children.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Fishbourne, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Headteacher who has responsibility for the organisation and/or placement of such individuals.

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!



Our curriculum is designed to develop key learning behaviours that the children will need for a lifetime of learning:

COURAGEOUS

The ability to do something that frightens one.

Synonyms: brave, plucky, fearless, valiant

DETERMINED

Having made a firm decision and being resolved not to change it.

Synonyms: insistent, resolved to, committed to

POSITIVE

Full of hope and confidence.

Synonyms: constructive, optimistic, confident

COLLABORATIVE

Produced by two or more parties working together for a special purpose.

Synonyms: ally, alongside, partnership

REFLECTIVE

Characterised by deep thought

Synonym: thoughtful

We very much encourage the following in our staff and volunteers:

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

- Rita Pierson, Educator

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 its 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 leaking out 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 Headteacher or in her absence the Deputy Headteacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the Headteacher or Deputy Headteacher.

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.

DBS

Regular visitors will have been asked to complete a DBS clearance procedure and provide reference. This is in line with our declaration that we "promote and safeguard the well-being of the children" in our care.

Safeguarding

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect. The

Designated members of staff for safeguarding are Naomi Day, Headteacher and Nicola Buchan, Deputy Headteacher who you can contact with any concerns.

If at any time you have concerns regarding the safety and well-being of a child please speak to the child's teacher, or directly to the headteacher, in a professional and confidential manner.

We would ask all volunteers to read the WSCC Guidance on Safer Working Practice for all Staff and Volunteers Working in Education Settings and the DfE document Keeping Children Safe in Education. We would also signpost volunteers to our Safeguarding Policy which is available on our website.

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

1. All visitors and volunteers are given a copy of this policy.
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 reserves the right to ask for a character reference if necessary.
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 should have clear guidance from the Headteacher or class teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. 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 whilst volunteering within the school. Unless authorised to do so by the headteacher, photographs or videos should **not** be taken.

Break times

Parent helpers will appreciate that the staff room is a place where teachers go "off duty" to relax and unwind between lessons. Please be aware that sometimes professional discussions will take place concerning individual children of a confidential nature.

Reliability

It is vitally important that parents let us know at the outset, what their commitment is likely to be. Whilst recognising that parents 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.

In other words when volunteering your time, is this:

- A "one off" i.e. when going on a trip or when talking to the class about something?
- A weekly commitment (same time/ day) for a set period of time?
- A "call me if you need help" flexible arrangement?

Obviously 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

Teachers are busy people (you only have to observe them in action for a few minutes to see that), and so although they might mean to thank you for every visit you make, they will sometimes forget 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**

Thank you for visiting or offering your services as a volunteer at Fishbourne C E. Primary School. Your help is greatly appreciated and valued and we hope that you will gain much from your experience here.

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 Policy
- 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

DBS Check - circle as appropriate Yes No Applied for

If you already have a current West Sussex County Council DBS certificate from another West Sussex maintained school, please hand it to the school office and a copy will be made for the school records.

Full name: _____

Signature: _____ Date: _____

Name and address of referee:
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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.

Appendix 2

Off-Sites Visits – Volunteer Agreement

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

Not permitted

- 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.....