



# **Volunteers' Handbook**

## **Working in Shelton Infant School**

### **2023-2024**

Thank you for volunteering your time to work with our pupils. Your help in school is much appreciated. Volunteers bring a vast range of experiences and skills that support and enhance the learning opportunities here in school. At Shelton Infant School, our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils as well as our staff.

As I am certain you will understand and endorse, the safeguarding of each and every one of our pupils is of paramount importance. This booklet provides guidelines that all volunteers are expected to follow and outlines procedures put in place to ensure the safety and welfare of each and every pupil. I hope that you will understand the importance of making all adults aware of procedures followed in school that ensure the safety of our pupils.

If you have any questions about any part of this booklet, please do not hesitate to ask any member of staff.

Anthony Leigh  
Headteacher

## **Safeguarding Pupils**

All volunteers must hold a current and enhanced DBS (Disclosure and Barring Service) clearance, the details of which are kept securely in school. Mrs Douglass, in the school office, can assist you in applying for a DBS if you do not currently have one.

All volunteers must complete a Derby City Council job application form and provide the name of two referees who the school will contact to confirm your suitability as a volunteer. Where appropriate, one of the referees must be your most recent or current employer.

## **Child Protection Procedures**

The Designated Senior Leads for Safeguarding and Child Protection are:-

- Anthony Leigh (Headteacher),
- Charlotte Brierley (Assistant Headteacher & SENDCO)
- Carolyn Taylor (Learning Mentor)
- Hayley Butler (Class teacher & Senior Mental Health Lead)

Should you have any concerns about a pupil, or a pupil makes a disclosure to you, please speak to one of these people. It is important to remember that, however small a concern may seem to you, it may be one of a series of concerns raised by different adults and, therefore, recording such concerns enable the school to take the appropriate action to ensure that all children's needs are being met.

You will be given a copy of the following documents before you start volunteering:-

- Shelton Infant School's Safeguarding & Child Protection Policy
- Shelton Infant School's Online Safety Policy
- Shelton Infant School's Whistleblowing Policy
- Shelton Infant School's Lock Down Policy & Procedures
- Keeping Children Safe in Education, Part One including Annex A (September 2023)
- What to do if you're worried a child is being abused – (March 2015)
- The Prevent Duty (2023)
- Shelton Infant School's Emergency Evacuation Fire Procedures
- Shelton Infant School's Lockdown Policy

## **Identification**

All visitors are asked to sign in at Reception and wear their Visitor's Badge at all times. Visitors from approved organisations (such as Derby City Council, school nurse) should wear their own photo ID. Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit!

Please refer any visitor to a member of staff. Genuine and scheduled visitors to schools understand the need for rigorous safeguarding procedures and will understand when left to wait in the reception area until you have called for staff assistance. Staff will then follow school procedures and verify identification.

### **Confidentiality**

When volunteering in school, you may be party to information about individual children that is confidential. It is vitally important that such information is **not discussed outside of school under any circumstances**. Even the most innocent remarks about a child's work or behaviour may cause unnecessary anxiety for that child's parents and carers. Please pass any information that you feel is relevant from having worked with a child to the class teacher who will follow school procedures for communicating with that child's family.

**Do not record any comments whatsoever regarding any pupil or person in school, employed or otherwise, on any form of social media.**

**Mobile phones must not be used in school whilst children are present.**

### **Safe Working Practices**

All adults in schools should ensure that their relationships with pupils are appropriate in respect of age, gender, disability and ethnic origin, taking care that their conduct does not give rise to distress, comment or speculation. As such, physical contact between volunteers and pupils is **not** appropriate.

There are occasions when children require comfort, reassurance or discipline. Staff are trained to meet these needs in a professional manner that is sensitive to children's needs whilst also following clear policy guidelines. If you are concerned that a child is upset or in the rare event that a child's behaviour towards you is inappropriate, please seek the assistance of a member of staff.

Any concerns that you have regarding the conduct of another adult in school should be raised immediately with Anthony Leigh, Headteacher or Charlotte Brierley, Assistant Headteacher.

### **Induction**

Visitors and volunteers are asked to undertake an induction before commencing their role within school. This will usually be led by Carolyn Taylor, Learning Mentor, and will include routines, an overview of our current arrangements and information relating to the safeguarding of children in our care.

## **Health & Safety**

The staff, children and governors are aware of the need to feel secure and comfortable in their school.

We also like to ensure that our volunteers and visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur. Please report any accidents immediately to a member of staff. Volunteers are not expected to assist with any first aid situations. Any accidents will be dealt with by an appropriate member of staff.

## **Fire**

If you hear the fire alarm sounding (a long continuous bell) please make your way out of the building promptly and gather on the playground.

DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

## **Accidents/Illness**

Should you have an accident or feel unwell during your visit, please report to Mrs Jackson or Mrs Radley (Teaching Assistants), our trained first aiders. If you are unable to make your own way to find these members of staff, please inform any member of staff about your situation. You may be asked to complete an accident form.

## **Volunteers' roles in school**

At your induction please feel free to talk about how you would like to help in school. Please help yourself to refreshments at break times and you are welcome to use the staff room. Whilst in here please do remember the importance of confidentiality. Listed below are some of the roles that are carried out by volunteers and that most benefit our pupils.

- Listening to children read
- Creative activities – painting, craft, sewing baking etc
- Listening and talking to children
- Working with ICT equipment
- Accompanying a class on an educational visit
- Sharing your own expertise with the children, whether that be professional or otherwise.

## **Other Information**

**Parking** on the school grounds is limited. If your car is parked outside school, please park considerately and safely as we aim to maintain positive relationships with our neighbours.

**Photographs/video** – do not take any photographs/video in school.

## **Procedures**

It is not expected that visitors and volunteers have a clear knowledge of all policies and procedures within school. Furthermore, a pupil's background and experience, whether this be long term or as a result of a recent event/trauma, may lead to behaviours and responses to you that are not expected or out of character. It is vitally important, therefore, that you speak to a member of staff should you have a question query or concern, however small. Doing so will assist us in ensuring that all pupils' needs are met whilst in school.

By signing in at the beginning of the day/session, you are agreeing to follow the procedures set out in this booklet. Please seek assistance from a member of staff if you have any questions about the information within this booklet.

Thank you once again for volunteering your time to work with our pupils.  
It is much appreciated.

***Safeguarding our children is everyone's responsibility.***