



Monkhouse
Primary School

PARENT/VOLUNTEER POLICY

Child Protection Advice for Volunteers & Visitors

Thank you for your interest in becoming a volunteer or regular visitor. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Monkhouse Primary School.

What are my responsibilities as a volunteer?

All those who come into contact with children through every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

CRB Checks

Monkhouse Primary School's Recruiting and Selection procedures specify that all parents and volunteers who work with children must have a current NT DBS. This is to help ensure that unsuitable people are prevented from working with the children at Monkhouse Primary School unless they have enhanced disclosure.

DBS forms are available from the school office who will help you complete the application form and advise which documentation is necessary for you to present for the check to be completed.

Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care

Monkhouse Primary School has a Safeguarding Policy and a copy is available at the School Office.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass on the information on to the school's designated Senior Member of Staff

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventually as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you might have to tell their teacher or Headteacher in order that they can help him/her
- **Do not interrogate** the child or **ask leading questions**
- Reassure the pupil that is not their fault
- Stress that it was the right thing to do to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available at the office and should be completed and returned to the Designated or Deputy Designated safeguarding Lead Teachers (HT or DHT) to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record

What should I do if the alleged abuser is a member of the school Staff?

You should report such allegations to the Headteacher

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Deputy Designated safeguarding Lead Teachers (DHT) who will notify the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer you may well be working closely with children sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others so as to protect yourself and the children.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. The school has a clear policy on Acceptable use of digital technology and mobile phones in school. Please read these carefully.

Please help us to safeguard the children in our care by following these guidelines.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the designated Senior Member of Staff in School.

Contacts

Headteacher :
Mrs Laura Baggett

Designated Safeguarding Lead for
Safeguarding Children:
Mrs Laura Baggett

Deputy Designated Safeguarding
Lead for Safeguarding Children:
Mrs Laura Tullock

Governor with Safeguarding
responsibility:
Mrs Sally Craigen



Monkhouse Primary School

Safeguarding advice for Volunteers & Visitors

MONKHOUSE PRIMARY SCHOOL



VOLUNTEER HELPERS IN SCHOOL

Aims

- To build positive relationships with all the adults, volunteers or students on work experience who help in school
- To value and utilise the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance

Practical Considerations

Who helps?

At Monkhouse, we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

When?

In general, helpers are recruited at the beginning of each school year by means of a general letter through the newsletter or through personal contact by the teachers. Some helpers may be new to school, others recruited from previous years. Class helpers in one year may stay with the existing class teacher or may move with their child's class.

If, during the year, other people ask to help in school, they are always welcome. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent home.

Individual teachers make personal contact with their helpers and make their own arrangements.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Some adults who are unable to come into school but still wish to help often take jobs home to do or help out at community events. All helpers are encouraged to be familiar with school routines and practices.

DBS checks

All helpers who have regular contact with children will be asked to complete an enhanced disclosure form in order for them to be 'police cleared'. The school can arrange the DBS checks. Anyone who is accompanying children on a trip, if not a regular visitor to school must be cleared on List 99.

Community Room

The school's community room is provided where helpers are able to spend breaktimes. However usually volunteers or helpers stay within the class they are working in or undertake playtime duties. Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school. Visitors, volunteers or students on work experience are not to go into the staff room for their breaks. Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to go.

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Monkhouse Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at our school.

Information Prior to acceptance

It is the responsibility of the lead HLTA to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

First Day Induction

It is the responsibility of the lead HLTA to ensure that any visitor, volunteer or student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff: Before being taken to class, the visitor, volunteer or student must read the file held at reception, containing all the appropriate documentation then sign to say they understand protocols in key areas such as:

- ⊞ Safeguarding - knowing the basics
- ⊞ Keeping children safe in education part 1
- ⊞ Behaviour Management
- ⊞ Child Protection
- ⊞ Code of Conduct
- ⊞ Confidentiality
- ⊞ Dress Code
- ⊞ Fire / Emergency Evacuation Procedure
- ⊞ First Aid procedures
- ⊞ Health and Safety
- ⊞ Use of mobile phones

Visitors, volunteers or students should be assigned to a mentor who will be their first point of contact during their time with the school.

Confidentiality

During time spent at Monkhouse Primary School, it must be stressed to visitors, volunteers or students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such. (please refer to confidentiality policy in induction pack.)

Signing in

Visitors, volunteers and students must sign the visitors book each day of arrival and departure.

What visitors, volunteers or students should do while on work experience

As far as possible visitors, volunteers or students should undertake real tasks to give an idea of the work carried out by teaching staff. They should be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum and the individuals in their class. Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate.

What staff mentors should do Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring visitors, volunteers or students are;

- NEVER placed in a situation whereby their own safety or that of pupils may be comprised
- never left to work alone with pupils out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

Visitor, Volunteer or Student Restrictions while on work experience

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must;

- ⊗ NEVER put yourself in a position where you are left alone unsupervised with pupils
- ⊗ only take pictures of pupils with the consent of the class teacher / mentor
- ⊗ not use any language deemed unacceptable for our pupils
- ⊗ ensure their clothing is suitable for the school environment

Equal Opportunities

All students wishing to carry out their work experience within Monkhouse Primary School will be given equal consideration in line with our Equal Opportunities policy and the equal opportunities ethos of the school.

Financial Implications

Visitors, Volunteers or Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

Complaints / Concerns

Any complaints or concerns regarding visitors, volunteers or students during their time in the school should be immediately addressed to the Students and volunteers in school coordinator, Mrs Deborah Beattie, who will then make contact with the students work experience co-ordinator or college tutor.

Monkhouse Primary School Adult helpers in school Policy

Signed

Date