

"We all play our part in achieving excellence in everything"

POLICY AND GUIDELINES FOR VOLUNTEERS (November 2012)

Our school community has a duty to safeguard and promote the welfare of children. This means that we have a Child Protection Policy and Procedures in place. All staff, including volunteers and supply staff, must ensure that they are aware of our procedures.

If you have a concern about a child please speak to a member of staff who will refer you to our Designated Child Protection Person, the senior teacher, or in their absence Miss Dolan headteacher or Mr Russell deputy headteacher who are also designated people. Please ensure confidentiality at all times when dealing with such concerns.

If a child discloses abuse to you, do not ask them any leading questions, do not promise them that you will keep it a secret. Do inform the above named members of staff or a teacher immediately.

All governors and regular volunteers at our schools will undergo DBS checks. Any volunteer without a DBS check will never be with children unsupervised.

Volunteers and Governors should consult with teachers about arrangements when working with children in and out of the class.

You should always behave in a manner that is suitable for working with children and will not lead any reasonable person to question your suitability to work in a school e.g. swearing, making inappropriate remarks, for example that are sexual or demeaning.

A general approach of "limited touch" should be adhered to. Physical contact with children should be appropriate to their needs at the time, limited in duration and appropriate to age and background.

Never touch a child in any way that can be interpreted as indecent and do not indulge in horseplay, tickling or fun fights.

All physical contact with a child is open to scrutiny and you need to be aware of this. Any physical contact could need to be explained at any time.

If a child's behaviour is a problem e.g. becoming aggressive or abusive seek the help of a teacher immediately. Avoid any physical contact with the child. The teacher should deal

with behaviour management; it is not down to you to deal with any negative or inappropriate behaviour. If a child is in distress seek a member of staff quickly.

If, at a teacher's request, you work 1 to 1 with a child always ensure that there is visual access or an open door.

Work with the child in the area agreed with the teacher.

Do not take children to the toilet or carry out any intimate care.

Do not administer any medication.

Do not give sweets or gifts without guidance from the teacher, and give them only in the presence of the teacher.

If you need to take photos of children as part of your role then they must only be taken with the class teacher's permission and using the school camera. Photos and images must not be for personal use.

Do not share personal details with a child at the school e.g. phone numbers, e-mail or any other internet social networking sites.

Be discrete, do not share any confidential issues and events other than with the school staff. You are in a position of trust, do not discuss children that you are working with in the school with other parents or people outside of the school.

Thank you for being a volunteer in our schools.

**We greatly appreciate the fact that you are giving your time
and effort to play your part to help us
to achieve excellence in everything.**