



ST. BEDE'S CATHOLIC PRIMARY SCHOOL

Popley Way, Basingstoke

Hampshire, RG24 9DX

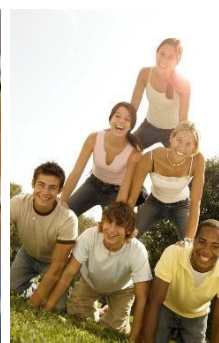
*Headteacher:
Mr J Carroll*

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Volunteer & Visitor Guidelines



Our Mission Statement:

“Love one another as I have loved you.”

(John 15, Verse 12)

‘Love one another as I have loved you’



1. Introduction

Thank you for volunteering to help our children in school. We feel that the involvement of parents and other volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as cooking and especially with hearing children read, and usually work with small groups in specific classes. Other volunteers help when the children are taken on visits outside school.

The aim of these guidelines is to give you all the information you need to make your time both worthwhile and enjoyable.

Thank you for your support.

2. Disclosure

All visitors should be prepared to provide formal identification and, where required, evidence of the Disclosure and Barring Service (DBS) check.

There is a requirement for schools to carry out a DBS check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS check (organised by Admin staff who will be in contact with you). Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

3. Volunteer Helper Guidelines

- On arrival at school, please ensure that you sign in at the office and complete the visitor's book, so that in the event of an emergency, staff are aware of additional people on site.
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in.
- All visitors must sign out and hand in the ID provided with particular responsibilities.
- Confidentiality: It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or

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hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.

- Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.
- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if Mum/Dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Please don't have favourites - as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- Please never use a personal mobile phone or camera around pupils.
- If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

4. Housekeeping

- If the fire alarm sounds, exit by the nearest fire exit and make your way to the Key Stage 2 playground/climbing wall. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.
- If the school bell continuously rings, this signals getting ready for a lockdown. Please go to the nearest classroom (if not there already) and shut all doors, windows, and close all blinds. Children should sit under the table, with adults doing the same where possible. When the school bell stops ringing, this signals that the school is now in lockdown. Lockdown ends when a member of the Senior Leadership Team walks around the school ringing a hand bell.
- You are welcome to use tea and coffee making facilities in the staff room.
- Visitor toilets are located near the front desk.
- Please report any accident to the school office.

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5. Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy on Educational visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents will not have their own child in their group and may often be placed in a different class.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher/ first aider is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately.
- The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher on return from the trip.

Safeguarding Children within our Primary School Good practice guidelines for parents and visitors

This information is designed to help all parents, carers and visitors who visit our primary school, including at the beginning and end of the school day, to understand the expected behaviour around our children in order to ensure their safety. All adults coming onto the school premises, including the playground and inside the building have a duty of care towards the welfare of the children at our school and that of all adults.

Together, we have a collective responsibility!

What is safeguarding? - Every child can potentially be hurt, put at risk from harm or abused regardless of their age, gender, religion or ethnicity.

Safeguarding means that:

- Children are protected from mistreatment

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- A child's health, or development, is protected
- Children grow up with safe and effective care
- Action is taken to ensure the BEST outcomes for all children.

Safeguarding is the action we take to promote the welfare of children and protect them from harm.

It is everyone's responsibility! - Equally we are all responsible for ensuring we all safeguard each other as adults.

Child Protection - This is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect or emotional harm.

Our school's Designated Safeguarding Leaders are:

Lead DSL: Mrs Helen Grant (SENCo)

Deputy DSLs: Mr Carroll (Executive Headteacher)

Mrs Celia Salter (Acting Co Head of School)

Mr Ben Parry (Acting Co Head of School)

These members of staff are responsible for speaking to parents if concerns arise, and making referrals to Children's Services with, or without parental permission. For more details please read our Child Protection Policy, which can be accessed on the school's website or a hard copy is available from the school office.

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