



# Information for Volunteers





Thank  
you

# Safeguarding

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children are growing up in circumstances that are consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes
- Mobile phones – please don't use them in school.

**If you are a visitor to this school, please complete a green form available from the school office. Please hand it to the DSL, or in her absence one of the deputies.**

**Safeguarding is everyone's responsibility.**



**Mrs Smith**  
**SENCo**  
**Designated Safeguarding**  
**Lead (DSL)**



**Mrs Roberts**  
**Headteacher**  
**Deputy Designated**  
**Safeguarding Lead**



**Mrs Seddon**  
**Deputy Headteacher**  
**Deputy Designated**  
**Safeguarding Lead**

# If a child tells you something

- Keep calm and listen carefully.
- Never promise to keep secrets
- Reassure them they can be helped and kept safe.
- Don't ask leading questions
- Keep the matter confidential and speak to the DSL or Deputy DSL as soon as possible. Please don't leave school without telling someone.

If in doubt, please talk to someone: the children's safety is our most important concern, and we would rather you told us than didn't.

# Safer Recruitment

Please send name and email addresses of two referees to Jodi

- You are known to their family/looked after their children
- You have volunteered for them
- Previous or current employer

# Confidentiality

- Anything heard or noticed in school is not to be repeated outside of school.
- It is very important that you respect the school's code of confidentiality on social media networks.
- Please do not discuss individual reading records with anyone apart from the Class Teacher or Teaching Partner.
- Please do not discuss any issues with any other parents as this can cause distress to others and is inappropriate.
- As a volunteer, anything you see, or have an opinion on, should not be discussed or mentioned outside of the confines of the school environment.



# Physical Contact

If a child looks for affection or appears upset please do not pick them up but rather comfort them by talking and listening to their worries or concerns.

# Toilets

In school, children are encouraged to be as independent as possible. They must go to the toilet unaided and if you are ever requested to deal with an issue in the toilets please find a member of staff to assist you.

# Frequently Asked Questions

- What should I write in the reading records when hearing children read?
- If I see a child misbehave e.g. hurt another child, be rude, how much should I intervene and what should I do?
- What should I do if I ask a child to do something and they refuse?
- When asked to help in an activity e.g. maths game, what approach should I take?
- How do I ensure that the children follow the same ground rules with me as they do with their teacher?
- How much help should I give children with their creative work?
- How much help should I give children with their written work?

# Next steps:

Read:

- a. Information for Volunteers
- b. the green Guidance for Visitors leaflet
- c. the Acceptable Use (of Technology) Agreement
- d. Part 1 of Keeping Children Safe in Education.

Sign the Memorandum of Understanding for Volunteers and return it to the school office.

If you haven't already done so, please give your ID to Jodi for your DBS check. (Jodi will notify you when your DBS has gone through, if you're new this year.)

If you already have a DBS check come through or one from last year, you can come in and change books and also listen to children read in Year 1 from next week. You cannot start until the DBS check is through.

## Memorandum of Understanding for Volunteers

Before becoming a volunteer, or if you are already one of our volunteers, we request you read and sign this Memorandum of Understanding to ensure we are all clear about the role and expectations of a volunteer's role.

As a school we reserve the right to ask the volunteer to cease helping if it was felt they were inappropriately talking about children, staff or the school.

I have read and understood the following documents and agree to adhere to the guidelines therein:

- Information for Volunteers
- the green Guidance for Visitors leaflet
- the Acceptable Use (of Technology) Agreement
- Part 1 of Keeping Children Safe in Education.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation and help.

Should you have any queries or concerns please contact a member of the Senior Leadership Team.

Finally...

