

# Volunteer Induction Booklet

## **Times of the School Day**

08:40	Gates open for Green Pen Learning
08:55	Morning registration
10:30 – 10:45	Break
12.00	Lunchtime starts EYFS
12:10 – 13:10	Lunchtime
13:10	Afternoon registration
15:15	End of school day KS1
15:20	End of school day KS2

## **Confidentiality**

Confidentiality is a crucial issue and one that cannot be taken for granted. As a volunteer you are likely to know about pupil progress, difficulties encountered by specific pupils, possibly even issues of child protection. As a volunteer it is your duty and responsibility to be professional and respect the confidentiality of pupils and staff alike.

## **Expectations**

It is vital that a volunteer is reliable and comes to school on the agreed days. If you are unable to come for any reason, please ring the school office on 0208 857 1504 or email [admin.office@castlecombe.bromley.sch.uk](mailto:admin.office@castlecombe.bromley.sch.uk) as early as possible.

We have a smart dress code. Ladies should ensure that skirts are at knee length and tops/dresses are not too revealing. Dresses/tops which gape when bending, sitting down or that show cleavage are not appropriate. Likewise, trousers which hang too low and are revealing are not appropriate.

As we have a number of children with allergies throughout the school, please do not bring in sweets or food items for children. Please do not buy gifts for children. Kindly note we are a nut free school.

## **Mobile Phones**

Mobile phones must be switched off and put away during lesson times and playtimes when volunteers may not make or receive phone calls or messages. Mobile phones must never be used to take photographs in school.

## **The Role of a Volunteer**

You may be asked to work with individuals and or small groups of children. This will assist the teacher in enabling children to understand the work and helping them achieve to the best of their ability. You may also be asked to undertake some administrative tasks (photocopying and filing) and/or classroom based tasks (mounting work, display). If you don't understand anything, please ask for further clarification. Don't be afraid to ask, sometimes teachers explain things using jargon and are blissfully unaware that they are doing it.

## **Expected Professional Values**

- Have high expectations of all pupils; respect cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with pupils; treat them consistently, with respect and consideration.
- Demonstrate and promote the positive values, attitudes and behaviour expected from pupils.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Communicate effectively and sensitively with pupils

## Safeguarding at Castlecombe Primary School

The governors and staff of Castlecombe Primary School fully recognise the responsibility it has to the safeguarding and protection of pupils. All governors and staff, including volunteers, have a full and active part to play in protecting children and young people from harm.

### One to One Situations

- If you are working with a child or group of children, ensure the class teacher knows where you will be working.
- When working with a child try to ensure that the location is visible to others such as corridors or rooms with the door open.
- Avoid meetings with a child or young person in remote, secluded areas.

### Physical touch

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Appropriate physical contact in schools will occur most often with younger pupils.

### What to do if a child discloses abuse (physical, sexual, emotional or neglect)

- Stay calm and reassuring
- Don't promise to keep a disclosure secret as you will need to report it to a member of staff
- Listen and reassure
- Do not press for details or ask leading questions
- Tell the child that s/he was right to tell
- Immediately contact the child's class teacher or leader, and report your conversation. You may be asked to write down details.
- If you have any concerns regarding a child's well-being, please inform the class teacher or leader as soon as possible.

### Reasons for whistle-blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.

- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

Report any behaviour by adults in the school that raises concern, regardless of source, to the Designated Safeguarding Officer.

The Designated Safeguarding Officers are **Mrs Sampson** (Deputy Headteacher), **Miss May** (DSL/EWO) and **Mrs. Olney** (Class teacher)

The Deputy Safeguarding Officers are **Mrs Haig** (Headteacher), **Mrs Golding** (SENCO) **Ms Davis** (Family Worker) **Mrs. Arnold** (Attendance Officer)

The Chair of the Local Committee is **Mr. Hawes**

The local committee member with responsibility for safeguarding is **Mr. Tim Edwards**

## **Fire Evacuation Procedure**

Please make sure you sign in so we know you are here. Always sign out when leaving even if it is for a short period. Please read the following fire evacuation procedure and familiarise yourself with the evacuation route as displayed in each room / area.

### **On Discovering a Fire**

Operate the audible fire alarm immediately via the break red glass fire points located by the school's main exits. Begin evacuation of yourself and any children in your care.

### **DO NOT ATTEMPT TO MANAGE THE FIRE**

### **On Hearing the Alarm**

On hearing the fire alarm stop what you are doing. Take any children in your care and follow the fire exit signs to the fire assembly point which is on the main playground.

### **During Evacuation**

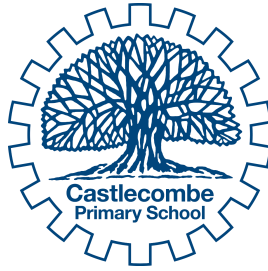
**CLOSE ALL DOORS BEHIND YOU**  
**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

### **At the Fire Assembly Point**

Report to a member of the site or admin staff. If a member of your party is missing inform a member of the school staff.

### **DO NOT GO BACK INTO THE BUILDING TO LOOK FOR ANYONE**

Do not re-enter the building until the all clear has been given by the headteacher.

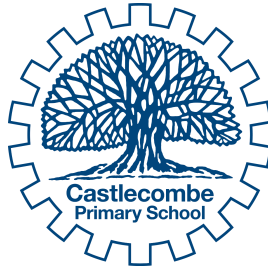


## Volunteer Details Form

Full name (including title)	
Address	
Telephone number	
Email address	
Date of birth	
Reason for placement	
Training provider	
Date of placement	
Day(s) and time of placement	
KS/Year Group/class	
Current DBS/copy attached	
Do you have any special skills/interests that may be useful in school?	

### For Admin use only

Barred listing completed and clear	
DBS applied for (applies to all placements that are at least once a week for more than a month).	



## Volunteer Agreement Form

I have received a copy of the Castlecombe Primary School Induction booklet for volunteers and agree to follow the guidelines within it. I understand the importance of confidentiality and safeguarding at all times.

Volunteer's name: \_\_\_\_\_

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

Class Teacher / School Contact: \_\_\_\_\_

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