



Advice and Guidance for Volunteers and Visitors to Windlesham Village Infant School

Introduction

Volunteers and visitors to our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Thank you.

We champion the small school. We nurture our children and value

- Active learning
- Outdoor learning
- Diversity
- Our team spirit
- Our community spirit

We want our children to be:

- Resilient and confident
- Independent
- Engaged and motivated
- Curious
- Tolerant and caring
- Happy

Our Core values

Each term, we focus on a core value: Respect; Friendship; Happiness; Co-operation; Appreciation; Courage. We share and discuss values in assembly, and in lessons, and display our core values in every classroom so that they are really embedded. Most importantly, adults in the school ensure that they are role models for each of the values. We believe that teaching children values improves their self-esteem, enhances their behaviour and keeps standards high.

Our school rules:

- We always try our best when learning.
- We show good manners.
- We share, and look after our things in school.
- We are kind and caring to everyone, and help them when they are sad or hurt.
- We play nicely with our friends in the playground and allow everyone to join in our games.
- We respect other people's feelings.

Volunteering

Our volunteers include Members of the Governing Body, Parents of pupils, former pupils, Students on work experience, University students, former colleagues, local residents.

The types of activities that volunteers engage in on behalf of the school include:

- Listening to pupils read.
- Working with small groups of pupils to assist them in their learning.
- Working alongside individual pupils.
- Accompanying school visits.
- Helping to prepare resources

Visitors

Visitors could include: theatre groups, workshops, parents/carers sharing expertise, governors monitoring, people delivering assemblies, fundraisers, PTA members and helpers.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis usually approaches the Class Teacher.

Before starting to help in a school, a volunteer should complete the *Visitor and Volunteer Agreement* (Appendix 2), which sets out school expectations of its volunteer and to confirm they have received a copy of this '**Advice and Guidance for Volunteers and Visitors to Windlesham Village Infant School.**' Regular volunteers must also have attended *Safeguarding Training* with the Headteacher and Designated Safeguarding Lead, Mrs Ezzard.

All regular volunteers must have DBS clearance, complete an application form and take part in a short interview **before** they come into school. This is not required where a volunteer is engaged in a 'one-off' activity. It is usual for parents without a DBS check to wear a red lanyard and be supervised during their visit.

Our School Aims

All adults and young people who visit or volunteer at our school are expected to demonstrate consistently high standards of personal and professional conduct. They maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
- having regard for the need to safeguard pupils' well-being.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability
- Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the class teacher and NOT with the parents of the child or anyone else.
- Volunteers who are concerned about anything in the school, which may affect their work or behaviour, should raise the matter with the Headteacher or appropriate senior member of staff.
- Any information gained at the school about a child or adult **MUST** remain confidential.

Safeguarding

Our school is committed to safeguarding its pupils and expects its visitors and volunteers to share that commitment. If a child makes a disclosure to you or you are concerned about a child's welfare, please do the following:

- Record your concern, and any observations or conversations heard, and report to the class teacher as soon as possible **the same day**. They will pass the information on.
- Do not interrogate the child or ask leading questions.
- Listen to what is being said without displaying shock or disbelief.
- Reassure the child but do not promise a child that you will keep secrets.
- Do NOT discuss your concerns with the parents, or with anyone else outside the school setting.
- If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Headteacher or Deputy Headteacher, who are the Designated Safeguarding Leads, in confidence. If the concern is regarding the Headteacher, please report to the Chair of Governors who will consider what action to take.

Safety and Security

- All visitors and volunteers must sign in/out at the front office.
- Do not take photographs of pupils, unless requested to by the class teacher on a school device.
- Do not give out personal details to any child.
- Do not give or receive gifts with children or build special relationships with particular pupils.
- Ensure, wherever possible, that there is more than one adult present during activities with children.
- No adult should be in a room on their own with a child when the door is shut.
- Visitors' and volunteers' personal mobile phones are not to be accessible to any child during the school day and it is not appropriate for visitors or volunteers to be using their mobile phones whilst they are in the school building. **Mobile phones must be kept out of sight at all times.**
- Parent volunteers are not permitted into the staffroom.

- As we have children who suffer from significant food allergies, no visitors or volunteers are permitted to bring in food containing **PEANUTS/NUTS**, and are not permitted to share food with children or bring food in to give out to children as a treat or reward.
- All visitors and volunteers must inform the school office of pre-existing medical conditions and emergency contacts in case of sudden illness on premises.

FIRE PROCEDURE

In the event of a fire, raise the alarm immediately by operating the nearest fire alarm call point, which is usually next to an external door. We have a fire evacuation practice at least once a term, and the Fire Officer checks our Fire Register annually. The signal for fire is a continuous ringing of the school bell. The procedure is as follows:

- Children stop what they are doing and await instructions from the adult they are working with.
- Teachers instruct children to stand up, leave all belongings and walk in silence to the line-up point via the nearest, safest exit indicated by the teacher. Your meeting point is in front of the back fence in the back playground. If the fire was in the back playground, we would evacuate to the 'drop off' area at the front of the school.
- Children walk in silence to the line-up point. Teacher is last to leave, switching off lights and closing the door on exit.
- **DO NOT ATTEMPT TO RETURN TO YOUR CLASSROOM!**
- Office staff help to ensure everyone is safely out of the building.
- Teachers will take their class register and report any missing pupils or staff immediately. A member of the School Office staff will bring the Visitors' Book and check that all parent volunteers and other visitors to the School are accounted for.
- The children stay lined up in silence until further instructions are received.
- Children who are separated from their class at the time of a fire bell are instructed to leave by the nearest exit and report directly to the back playground. Members of staff will do a final sweep of the premises.
- Fire procedures are displayed in every classroom.
- A record book is kept indicating time taken to assemble and time taken to call the register. Recommendations for improvement will be listed.

LOCK DOWN/SHELTERING IN PLACE

In the unlikely event of a serious incident, it is necessary for schools to have procedures in place to deal with issues such as:

- A reported disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (Broadmoor escape / with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants
- A major fire in the vicinity of the school
- High Winds
- The close proximity of a dangerous dog roaming loose.

Full Lockdown

- A bell would pulse to signify that all pupils and staff return to their classroom immediately.
- External doors would be secured.

- Visitors and Volunteers would be directed what to do by school staff, as per school policy, to keep themselves and the children safe.
- No movement would be permitted around school during a full lock down.

We sincerely hope you enjoy your visit!

Everyone who works at or visits or volunteers in our school has a responsibility to make sure that all of our children are safe, whether at home or at school.

Please help us to safeguard the children at our school by following these guidelines.

Dedicated Safeguarding Lead

Mrs Naomi Ezzard
Headteacher

Deputy Dedicated Safeguarding Lead

Miss Laura Leggett
Deputy Headteacher

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