

ST. KATHARINE'S C.E. (V.A.) PRIMARY SCHOOL

VOLUNTEER SAFEGUARDING GUIDANCE

We welcome visitors to our school. We believe that all children have the right to be protected from harm and we take our duty of care very seriously. As a volunteer in our school, we ask that you adopt the same duty of care and remain vigilant to the health, safety and care of our pupils.

Please read and keep this leaflet as a record of the conduct, expectations and working practice the school expects. Thank you for your co-operation.

WHO TO SPEAK TO IF YOU HAVE A SAFEGUARDING CONCERN

Designated Safeguarding Lead (DSL)

Mrs Sarah Richardson

Mrs Sam Rhodes

Mrs Nicola St. John (Deputy DSL)

All staff at St. Katharine's have had the updated safeguarding training required for their role.

BEFORE BECOMING A VOLUNTEER

As part of the volunteering process, you will also be asked to complete an Enhanced DBS (Disclosure & Barring Service) police check. This is a legal requirement for all adults working or volunteering in educational establishments. You will need to bring three forms of identification with you, ideally a valid UK passport or birth certificate, driving licence and a bank statement or utility bill dated within the past three months.

CONFIDENTIALITY AND GDPR

Parents and volunteers are often invited to act as helpers into classes to support with tasks such as reading or maths activities, working as a volunteer at sporting events and assisting with swimming. Parents are also invited to take part in school trips and excursions and to be of assistance to the staff in supervising the pupils on these occasions.

At all times, parents and volunteers are formally and informally given access to certain information about pupils, teachers and class activities. Out of respect of Privacy legislation, the rights of students, staff and other parents and courtesy, all volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school. Volunteers are in a position of trust within the school setting and will be expected to adhere to the same code of conduct as an employed member of the school.

In order to preserve the legally required high levels of confidentiality especially in non-public areas such as the staff room, all volunteers and non-employed adults are required to use the school kitchen at break times.

As a school we hold information about pupils in our care including personal data (e.g. address, medical, family contacts, pupil progress and attainment details). Therefore we expect all staff and volunteers to work in accordance with our strict data sharing guidelines to maintain pupil confidentiality.

WHAT TO DO WHEN YOU COME INTO SCHOOL AS A VOLUNTEER

- Sign in and out at the office on each visit.
- Wear a school visitor badge at all times.
- Class teacher is the first point of contact.
- Be positive—recognise the children doing the right thing first.
- Make sure your language is appropriate for the school setting.
- Be visible—do not wander off or be alone with a child in a room.
- The taking of photographs is strictly prohibited—do not have your mobile phone out.
- Maintain confidentiality and do not pass on what you see and hear beyond the school.

SAFEGUARDING CHILDREN

- If a child says or behaves in an inappropriate way, pass the information onto the class teacher or DSL as soon as possible.
- If a child makes a disclosure you must pass this onto the class teacher or DSL as soon as possible.
- You will be asked to give a signed written statement recording what was said.
- Be unshockable—believe the child.
- Do not lead the child in discussion.
- Do not promise to keep the information secret.
- Do not share this information with anyone outside of school.

FIRE EVACUATION AND LOCKDOWN

- *If the fire bell sounds (continuous bell) follow the class out of the building.*
- *Walk silently and calmly.*
- *Report to the Visitors area on the front playground where a member of staff will record that you are out of the building.*
- *If the fire bell sounds whilst you are walking to/from the school office, leave the building by the nearest fire exit and report to the Visitors area.*
- *Do not re-enter the building until you are told it is safe to do so.*

- *Lockdown will be signalled by ten rings of the fire bell.*
- *Please remain in the nearest classroom and staff will guide you what to do.*

FURTHER INFORMATION

*Please see our school website for a copy of our Safeguarding and Child Protection Policy , Behaviour Policy
On-line Safety and Whistleblowing Policy.*