



Whinfield Primary School  
Volunteer Handbook

September 2016

# Introduction

Volunteers form a valuable part of our school community and many activities could not take place without your support.

We have a statutory obligation to safeguard our children, therefore all our volunteers undergo a safer recruitment check the same as our staff. This ensures people who wish to cause harm to our school or community do not obtain unsupervised access to our children.

We thank you for supporting us and hope that you will be very happy working with us at Whinfield but we do ask you abide by a few simple rules and attend our safeguarding training programme.

Thank you

Mrs S Welsh  
Headteacher

## **SAFEGUARDING OUR CHILDREN**

Safeguarding children is our number one priority therefore all volunteers including students and governors will be required to undertake a safer recruitment selection process. This is a mandatory requirement to all schools to ensure we can complete your satisfactory identification and police checks, together with your right to reside in the UK - in the same way we do with all our staff.

This involves your completion of an:

- ❖ Application form
- ❖ Evidence of identity and right to reside in the UK check
- ❖ References
- ❖ Disclosure & barring checks
- ❖ Safeguarding training

Application packs are available from the school office and your DBS certificate must be brought into school as soon as you receive it.

You will not be permitted to work in school unsupervised until all of these checks have been completed

## **ADULT SAFETY & WELLBEING**

Your safety and wellbeing is a key priority therefore we ask that you familiarise yourself with these simple guidelines. These will keep you and others safe whilst you work with us. At Whinfield Primary School our volunteers are valued members of the community.

- ❖ You need to be informed about the safety aspects of school life for the wellbeing of yourself and others.
- ❖ You need to know what to do in the case of accident and injury.

This is a brief overview of the safety guidelines that are in place at Whinfield Primary School:

### **Mobile Phones & Images**

Valuables should not be brought to school. Handbags should be stored in a locker provided in the staff room for the duration of your visit in school.

If you are going on an educational visit we advise you take a backpack for your packed lunch and leave valuables and handbags at home.

**Personal Mobile Phones are not permitted to be used in school or on educational visits and should be turned off and stored in a locker in the staff room.**

**PHOTOGRAPHS SHOULD NEVER BE TAKEN OF CHILDREN ON PERSONAL MOBILE PHONES.**

School has a very strict mobile phone and images policy to protect both our children and our adults - please familiarise yourself with this on the school website.

### **Accidents & Injuries**

Whinfield Primary maintains a safe environment for all members of the community.

- ❖ If you see a potential hazard please report it to the office.
- ❖ Appropriate footwear is required at all times (closed toe shoes).
- ❖ Ladders can only be used by staff members who have completed the working at heights training.
- ❖ If you require first aid, please see a staff member at the office.

It is necessary to report any accident or injury you incur whilst on school premises. The Health & Safety Executive requires written reports on any incidents that need treatment by a doctor or hospital.

Forms are available in the staff room and should be completed at the office the same day the accident occurred or as soon as possible afterwards.

The school is covered by Public Liability Insurance with Zurich.

If a serious injury occurs which requires a claim to be made please speak to the School Manager or Headteacher.

### **Signing In & Out**

It is important for us to know who is in the school in case of an emergency, therefore we ask that you sign in and out every time you enter the building. Once you have completed induction checks you will be

issued with a green lanyard. This enables staff to easily identify you as a volunteer who is cleared to work with our pupils.

- ❖ Please sign in and out so we are aware of your presence in the school.
- ❖ If you are leaving for a period over lunch, you will also need to sign in and out.

### **Timekeeping**

Please agree with the teacher you are working with the day and time of your visit in advance, e.g. Tuesday afternoon 1.15p.m. to 3p.m. to hear children read OR Thursday 25<sup>th</sup> January to walk to the Church at 9.30a.m. - 11.30a.m.

- ❖ Students are expected to attend 8.30a.m. to 4.30p.m. as agreed with their college.
- ❖ Volunteers are expected to be in school ONLY during the school day 9.00a.m. to 3p.m.
- ❖ Governors will be notified of meeting dates and times annually.

### **Dress Code**

Professional Dress is expected whilst you are in school and on visits. Shorts, strappy tops, denim etc. is unacceptable. Please note any distinguishing marks / Tattoo's must be covered up.

### **Food Safety**

A number of students suffer from Anaphylaxis and allergies. **As a necessary precaution food should not be provided to children before consulting their teacher.**

Food handling regulations also need to be adhered to and all food content and handling procedures needs to be recorded at the office. In the unlikely event your role in school involves food preparation please complete a food safety induction course available online for a small charge.

Good personal hygiene is essential to ensure that:

- ❖ food is not contaminated with food-poisoning bacteria or other matter such as foreign objects or chemicals.

- ❖ hands and other parts of the body do not transfer food-poisoning bacteria to food.

Personal hygiene practices include:

- ❖ hand washing - always wash hands thoroughly with soap and warm water:
  - before handling food and after visiting the toilet
  - coughing or sneezing
  - handling garbage
  - touching hair or other body parts or any other activity that may carry bacteria to food.
- ❖ personal cleanliness - when handling food:
  - tie long hair back or cover it with a cap or other approved headwear
    - wear limited jewellery (a wedding ring only)
    - wear clean protective clothing over normal clothing
    - store personal items and spare clothes away from any areas involving food handling.
- ❖ personal behaviour - do not smoke, chew gum or undertake any other unhygienic practice in food handling areas.
- ❖ illness and injuries - all wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip or bandage. If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in task. Individuals suffering from diseases that can be transmitted through food must not handle food.

### **Pre School Children:**

Unfortunately preschool children and toddlers are unable to accompany you when in school or on educational visits.

### **Use of equipment:**

There are times that equipment is required to be used, such as cooking with a student, working with I-Pads etc. If you notice any equipment that is damaged or unsafe, (such as a frayed electrical cord), please report it to the office immediately.

Personal electrical equipment should not be brought to school.

### PHOTOCOPYING:

If photocopying is required for your class, please see classroom staff for assistance. There are a number of photocopiers and printer around school and photocopy paper is located in the Paper store in KS2. If you experience a paper jam or error please do not leave without informing the teacher you are working with. As there are high heat and electrical components please do not attempt to clear a jam yourself.

### Be aware of HAZARDS:

There are hazards around the school to be aware of, these made include:

- ❖ use of chemicals such as paint or cleaning fluids - all substances are controlled by COSHH
- ❖ Ladder safety needs to be practised - ladders must not be used without a training course.
- ❖ Lifting and moving heavy items - see the caretaker. Do not move heavy items.

### Confidentiality

Privacy of students, staff and volunteers is to be respected at all times.

- Personal Data is stored in accordance with Data Protection Legislation. ALL addresses, phone numbers and email addresses are completely confidential and MUST NOT be given out to third parties.
- Discussions between staff members are also to be respected.
- If you need to contact a staff member via email, please use the school email address [initial.surname@whinfield.net](mailto:initial.surname@whinfield.net) and make it for the attention of the staff member in the subject heading.

### **Emergency Evacuation/lock down:**

Whinfield Primary has a Fire Evacuation Plan in operation and specific evacuation procedures are displayed in the classroom. Please familiarise yourself with these.

Fire drills are carried out each term and if you should be in the school at the time we request that you participate fully and follow instructions from the classroom teacher. Please do not take the opportunity to go home as we would like to account for each person, as we would in any real emergency situation.

## **Emergency Contacts:**

We hope we never have to contact someone in the case of an emergency. However, as a precaution, please complete an Emergency Contact Form included in your application package and return it to the office. Please make your school contact person (your classroom teacher and/or the school office) aware of any illness or medical conditions that may have an impact on your work at the school.

## **Pupil Behaviour & Discipline**

Whinfield Primary School has a "High 5" Behaviour policy available on our school website. Please familiarise yourself with our expectations for behaviour and speak to your teacher if you experience any issues with behaviour as the class teacher is responsible for warnings/ yellow and red cards issued.

We trust your time at Whinfield Primary School is a rewarding experience.

**A few simple practices will ensure your safety.**

**Others rely on you to observe the guidelines.**

**Thank you for your support.**