



Worksop Priory C of E Primary Academy

Parent Volunteer Handbook



Introduction

Thank you so much for volunteering at Worksop Priory C of E Primary Academy. We very much value your offer to volunteer with us in school. Your help will support and enrich our children's learning a great deal.

This handbook is designed to ensure that your experiences as a valued volunteer are both productive and enjoyable. To give your time to help others is an extremely rewarding and generous thing to do, but it also comes with responsibilities. Whilst your role is voluntary, you are a representative of the school and therefore are required to uphold the values and policies of the school at all times. The booklet identifies the main aspects of your role and how to conduct yourself whilst donating your time and effort.

Basic principles

There are some basic principles that all staff and volunteers in the school are required to abide by. As a volunteer within our school, we expect that you will follow our procedures and uphold the values of our school: the aim of this handbook is to guide you in doing this.

You should always:

- ✓ Sign in on entry to school and sign out when you leave school
- ✓ Wear your visitor pass (please do not forget to return these when you leave)
- ✓ Adhere to all school policies, many of which are specifically written with safeguarding in mind
- ✓ Ensure that you follow all instructions conveyed to you
- ✓ Behave in a mature, respectful, safe, fair and considered manner at all times
- ✓ Provide a good example and 'positive role model' to the pupils
- ✓ Observe other people's right to confidentiality and GDPR laws (Unless you need to report something to the Headteacher, such as concerns about a child protection issue)
- ✓ Treat all children equally
- ✓ Immediately report any situation that may give rise to complaint, misunderstanding or misinterpretation against yourself
- ✓ Report any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- ✓ Always report any behaviours of another adult in the school, which give you cause for concern or breach this code of conduct or other school policies/procedures to the Designated Safeguarding Lead

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children
- Take photos of pupils, staff or the school during your time as a volunteer.
- Post negative comments regarding the school on social media. Please refer to the Safeguarding Policy for detailed information

Confidentiality

As a school we collect and hold a great deal of personal data – not only about students, but also staff, parents, volunteers, visitors, suppliers and other 'data subjects'. GDPR laws require us to ensure that data is only used for permitted purposes and that it is kept securely. You **MUST NOT** take, share or use data pertaining to any other person related to the school under any circumstances.

Health and Safety

At Worksop Priory C of E Primary Academy, we aim to keep everyone safe. As a visitor, you have a duty of care for your own and for others' health and safety. Here are some key points about health and safety in our school;

- ✓ We have several trained first aiders in the school, including teachers and teaching assistants. If you need first aid assistance please ask a member of staff for help
- ✓ In the event of a fire, the fire alarm will ring continuously. If this should happen, please follow instructions from a member of staff. If no staff member is present, please proceed to the assembly point that is outside the Year 6 building adjacent to the small hall
- ✓ The school cannot be held responsible for any personal effects, please take care of your valuables
- ✓ Always make sure that you have seen - and signed – a risk assessment relating to the educational visit you are accompanying and that you are clear about what your roles and responsibilities are on that visit. If in doubt, please seek advice from the visit leader

Safeguarding

Safeguarding and promoting the welfare of pupils is paramount at Worksop Priory C of E Primary Academy. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm, and it is their duty of care to promote the health, safety and welfare of all members of the school community.

As they will be involved in regulated activity, all volunteers must have fulfilled the following criteria before joining our volunteer workforce:

- ✓ Hold a current DBS Enhanced Check completed by the school
- ✓ Undertaken induction training at the school
- ✓ Undertaken annual safeguarding training at the school

If you see or hear anything that causes you concern, particularly relating to the training that you have undertaken, please report this as soon as possible to the Designated Safeguarding Lead or their Deputies. ***You should not attempt to investigate this yourself.***

The Designated Safeguarding Lead is Mrs Sue Rawson, Deputy Headteacher.

The Deputy Designated Safeguarding Leads are Mr Phil Abbott, Headteacher and Mrs Jenny Larkin, Y6 teacher.

Behaviour

Our expectation of all staff and volunteers at Worksop Priory C of E Primary Academy is that they take a proactive approach to identifying and dealing with behaviour issues and that they will model expected behaviours both with each other and with the children at all times. To enable this, they will:

- ✓ Adhere to the school's Behaviour Policy
- ✓ Act in accordance with the Equality Policy to ensure no discrimination, harassment or victimisation of pupils due to their sex, race, religious belief or faith, age, sexual orientation, gender reassignment or disability
- ✓ Use positive language and clear body language
- ✓ Talk politely with each other
- ✓ Adopt a calm approach/supportive attitude when communicating with each other
- ✓ Talk and listen with respect at all times
- ✓ Reinforce the high expectations of all children's behaviour
- ✓ Take account of children's social and emotional needs
- ✓ Raise any concerns about a child's behaviour concerns you may have with the class teacher
Please refer to the Behaviour Policy for detailed information

General information

- Smoking is not allowed at any time that you are volunteering, either on or off site
- When volunteering, please ensure your clothes are suitable for the task in hand. For in-school work, smart attire is requested, with any body art covered where possible. On field trips, smart, casual and practical attire is welcomed
- Mobile phones should not be used when working with the children
- If you are unable to attend a planned session as a volunteer, please let us know as soon as possible so that we can try and make alternative arrangements
- incidents/behaviour that you witness in school or on a trip must not be discussed with any other parents/carers. You should raise any concerns you might have with the class teacher
- Volunteers need to ensure that their behaviour does not inadvertently leave them open to allegations of abuse. It is therefore best not to place your hands on children, or to be alone with a child
- They must treat all pupils with respect and ensure they are not alone with a child or young person

Your own children

Volunteers who have children in school should remember that during the day, you are invited into school as a volunteer. If you have any questions, complaints or areas for discussion regarding your own child, you should make an appointment to see the class teacher before or after school, in the same way that all parents do. Teachers likewise, should avoid discussing children with volunteers whilst they are working at school but again make an appointment to see them after school.

As a volunteer, whilst you would naturally be most interested in your own child, you are placed to help all children equally. This is especially so on educational visits. At no time must your behaviour favour (or seem to favour) your child over and above any other. This can sometimes be a challenge. Sometimes, volunteers are asked to help with groups that do not involve their own children, especially on educational visits. This is to ensure that your child gains the most from the visit.