

St Mary's CofE Primary School



Procedures for Helpers in School

We value your help!

Kindness Trust Courage

Introduction

Welcome to St Mary's Primary School. We appreciate the help and time that you give to our children. Please do not hesitate to seek assistance from any member of staff if you have any queries.

Our aim is to develop:

Successful Learners

We aim to provide an education which:

- Is stimulating and enriching
- Positively challenges
- Enables children to work independently and collaboratively

Confident Individuals

We aim to provide an environment which is:

- Safe and secure
- Happy and caring
- Supportive and encouraging
- Building self-esteem and confidence

Responsible Citizens

We aim to provide an education which:

- Is underpinned by Christian values
- Nurtures the social, moral, spiritual and cultural development of every child
- Is where understanding and tolerance of others are fundamental
- Prepares all for the future

Code of Conduct

In order to achieve the above aims, everyone should show courtesy and consideration for others at all times. This means:

- Moving gently and quietly about the school
- Speaking politely to everyone
- Caring about the school, e.g. keeping school and playground tidy, being careful with work and displays.

The children at St Mary's behave well and this is encouraged through praise and a caring, positive attitude.

The class teacher is responsible for conduct of the children. If you have any concerns about behaviour please inform the class teacher.

The School Day

Time	Key Stage	Activity
9.15 – 3.15pm	Nursery	Nursery
8.40 – 3.00pm	Reception, KS1 & KS2	Start and finish times
10.45 -11.00am	KS1 & KS2	Break
11.30 – 12.45pm	Reception	Lunchtime
11.45-12.45pm	KS1 & KS2	Lunchtime

Routine

When you arrive at the school office please sign in on Inentry and collect your sticker and lanyard. Please ensure you sign out when you leave. If you are unable to come in as arranged, please email the school office.

Fire Procedures

There is a fire drill notice in each room, **please read it and be prepared to follow the instructions**. Fire practices take place on a regular basis. The fire alarm is a continuous bell and the evacuation point is the playing field. Staff designated as fire wardens wear a hi-viz jacket in the event of a fire alarm. On hearing the fire alarm, please do not stop to collect personal belongings. Do not return to building until you have seen the all clear has been given by the Headteacher. The alarm is a continuous bell. The teacher will take the children straight out onto the field and line them up to count them. All adults must leave the building as the alarm sounds. The teacher you are helping is responsible for counting you too! She/he is also responsible for all her/his children so follow her/his instructions as necessary. Please try to help the fire drill exit to be taken as quietly and calmly as possible.

Lockdown Procedure

The lockdown alarm is an intermittent bell sound. In the event of the lockdown alarm sounding, shut windows/doors, locking doors wherever possible and close any blinds. Instruct pupils to hide underneath desks and to remain quiet. Remain inside until the all clear has been given or told to evacuate by the emergency services. During a lockdown, communication will be via mobile and email.

Health and Safety

This school has a Health and Safety Policy. Children are encouraged to use their tools carefully and responsibly. If there should be an accident at any time, when you are in the or around the school, please inform the class teacher. If the incident should be serious then send a message to the office for assistance and remain with the child. At no time should any child be left on their own and unsupervised.

Confidentiality

It is important that whatever happens in the classroom or school trip should remain **confidential**. Even positive comments can be misinterpreted. Please do not discuss any child's work, conduct or progress with anyone. These items should remain confidential between a family and the teacher. If you feel uncomfortable about anything you see or hear, please talk to a teacher or the Headteacher immediately.

Safeguarding and Child Protection

Our Safeguarding and Child Protection Policy which can be found on our website at [St Marys Byfleet - Policies \(stmarys-byfleet.surrey.sch.uk\)](http://stmarys-byfleet.surrey.sch.uk). Before you start volunteering in school you must read our special leaflet: Safeguarding and Child Protection – Advice for Volunteers and Visitors. This is available in the School Office and is also attached at Appendix 4. If you have any safeguarding concerns while you are helping in school then please speak to one of our Designated Safeguarding Leads (DSLs) and fill out a cause for concern sheet, located in the Office. You will be asked to confirm that you have read and understood the Safeguarding and Child Protection – Advice for Volunteers and Visitors leaflet.

The Law

All school helpers have to be checked by the Disclosure & Barring Service for the safety of all our children. No adult can work with/alongside children without a DBS check. Volunteers will also be asked to complete a Childcare Disqualification Declaration. Helpers cannot start in classes until both the DBS check and declaration are complete. The office will inform the helpers as soon as there is clearance.

Use of mobile phones

Personal Electronic Devices (PED), including but not limited to, mobile phones, cameras, smart watches etc are not to be used in school. Should you need to access a PED during school hours, please seek permission from a member of staff and go to the school office to do so. Full details are contained in our Visitor Acceptable Use of ICT Policy which can be found at Appendix 5 and is also available in the school reception.

Ways of Helping

There are many and various ways of helping at school. You may be asked to help with guided reading, supervise and play games, help with readers, cover books, mix paints, etc.

Trips

We take the children on several trips throughout a year as part of the children's learning. Parents are a vital source of help on these occasions. Please see appendix 1 for information and procedures for parents helping on trips.

Helping in School form

Thank you again for your time, patience and enthusiasm. The children greatly benefit from your time and expertise.

If you would like to help in school please complete the form in Appendix 2 and return it to the office.

St Mary's Primary C of E School

Appendix 1 - School Trip Parent Helper Procedures

We value the help and support that parents give for school trips. These trips could not be run if we didn't have this volunteer help.

To ensure the safety of the children during the trip please can you read the following procedures.

1. Once you have confirmed that you can help on the trip please inform the teacher immediately if you are no longer able to help. There are ratios for adults to children that have to be adhered to and in the event of you cancelling then a replacement parent helper will be needed or the trip will have to be cancelled.
2. All parent helpers must be given by the teacher before the trip: a copy of the risk assessment, a list of the children in their group and in the other groups any maps as needed, any details regarding times, workshops, toilets etc, details of any equipment or clothing needed specifically for this trip and lunch arrangement details.
3. Parents are not allowed to have their own child in their group (SEN children can be 1:1 with their parent in special circumstances).
4. Parents are responsible for supervising the children in their group and must do regular head counts of their group. If the class is altogether then the head count will be the responsibility of the teacher.
5. Parents are asked to bring their mobiles for trip emergency use only. Parents are asked not to use their mobile or other personal electronic device for social/work calls for the duration of the trip. The parent needs to be always aware of their responsibility for the children in their group.
6. On all school trips, including residential parents are requested not to communicate to parents who are not on the trip for the duration of the trip. All communication to parents must come from school only.
7. **It is important that whatever happens on a school trip should remain confidential. Even positive comments can be misinterpreted. Please do not discuss children with others.**
8. When accompanying the children to the toilet, children must be in groups and not on a one to one basis. The adult must stand at the entrance to the toilet until all the children exit. In an area of public use a warning call can be made to assess if the toilets are occupied prior to the children entering. Children must be in a group to enter toilet areas. If the adult needs to use the facility, the children must be handed to another adult on the St Mary's School trip prior to using them.
9. Photos taken during the trip must only be taken on the school cameras. Parents are not permitted to take photos on their own camera or mobile. This is to safeguard the children. Photos taken on school trips are not permitted to be placed on Social Networking sites.
10. Parents are asked to support children to follow school expectations for behaviour. In the event of any concerns about a child's behaviour in their group, the parent must refer to the teacher.

Thank you for volunteering to help at school trips – we value your support.

St Mary's Primary C of E School

Helping in School

Please sign this form and return to the School Office before starting to help in St Mary's Primary School. Thank you.

I understand and agree to follow the Procedures for Helpers in School, the Safeguarding and Child Protection - Advice for Volunteers and the Visitor Acceptable Use of ICT Policy. I will respect children's individual needs and the need for confidentiality when working in the school.

*I am happy to be checked by the Disclosure & Barring Service.

*I have had a DBS check through St Mary's School.

I will complete the attached Childcare Disqualification Declaration.

Signed

Child's name

Class

Date

Parent Helper Details

Name in full

Date of birth

Address

.....

.....

Mobile telephone number.....

Email address.....

Next of kin in case of emergencies

(Please provide full name and phone number(s))

* delete as appropriate

Childcare (Disqualification) Regulations: Staff/Volunteer Declaration Form

Information on the Regulations

The Childcare Act 2006, and Regulations made thereunder*, apply to school and academy settings as well as to childcare settings.

In order to comply with these Regulations, schools are required to ensure that certain individuals that the school employs or wishes to employ (as well as volunteers) are not disqualified from working with children who have not yet reached the age of 8. All staff responsible for the provision of childcare or for the management of that provision (including new appointees or upon a relevant change of role) must therefore complete the declaration below and will be asked to do so again periodically in the future.

If a member of staff / volunteer is disqualified, there may be an impact on their ability to commence or remain working with the relevant age group. A disqualified person is not permitted to work in a setting providing care for children under age 8, unless they apply for, and are granted, a waiver from Ofsted.

A person may be disqualified from working at a school through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

An offence committed overseas will also disqualify the individual under the Regulations if it would have disqualified the person had it been committed in any part of the United Kingdom.

Details of what constitutes disqualification can be found in the following schedules to the Regulations (hard copies can be obtained via the school office if required):

<http://www.legislation.gov.uk/uksi/2018/794/schedule/1/made>

<http://www.legislation.gov.uk/uksi/2018/794/schedule/2/made>

<http://www.legislation.gov.uk/uksi/2018/794/schedule/3/made>

Please note that you do not need to declare any minor cautions or convictions which are 'protected' under the Rehabilitation of Offenders 'Exceptions Order' (and which are removed or 'filtered' from DBS certificates). For more information visit <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

* The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

Name		Post	Volunteer
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Declaration in relation to you:	Please circle YES or NO below
Have you been barred from working with children by the Disclosure and Barring Service (or its predecessors)?	YES / NO
Have you been subject to any order relating to the care of children (e.g. care order, child protection order, exclusion order)?	YES / NO
Have you been refused registration or approval to care, foster or look after children or had such registration cancelled (e.g. in relation to childcare provision, children's homes or private fostering)?	YES / NO

Have you been cautioned* or convicted of any offences against a child (including overseas)?	YES / NO
Have you been cautioned* or convicted of any violent or sexual offences against an adult (including overseas)?	YES / NO
* For these purposes, only cautions given on or after 6 April 2007 need to be declared; a caution includes reprimands or warnings	

Declaration			
I confirm that the information I have provided is true to the best of my knowledge. I understand I must notify the headteacher immediately of anything that might affect my suitability to work with children, including if my answers to any of the questions above change at any time.			
Signed			
Print Name		Date	

For completion by school:			
No further action required		Further action required (see below)	
Details of further action taken (if applicable)			
Signed			
Print Name		Date	

Data Protection			
The school will record the date on which you provided this information. If you have answered 'NO' to all the questions we will only retain this form until it has been checked and we have transferred the date onto our Single Central Record. If you have answered 'YES' to any of the questions on this form, we will retain a copy of this form until the outcome of an Ofsted waiver application is known (if relevant) or until any other enquiries are complete. Thereafter we will keep a record of whether or not a waiver has been applied for and granted, and details of any safeguarding restrictions. We do not retain details of criminal records on your file without your explicit consent.			



Safeguarding and Child Protection Advice for Volunteers and Visitors

St Mary's C of E Primary School Hart Road
Byfleet Surrey KT14 7NJ

Kindness Trust Courage

info@stmarys-byfleet.surrey.sch.uk
www.stmarys-byfleet.surrey.sch.uk

Child Protection Advice for Volunteers

Thank you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice. As a school, we are committed to safeguarding and meeting the needs of all of our pupils. This leaflet will provide some useful advice and information when working with the pupils of St Mary's.

Disclosure and Barring Service (DBS) Checks

Part of the school's safeguarding procedures, require all volunteers working in 'regulated activity' (working with children frequently, intensively or overnight and unsupervised) will be required to undergo an enhanced DBS check. This is to ensure that any unsuitable adults are prevented from working with the pupils of St Mary's School. The Headteacher will be able to advise you further and explain the school's code of conduct in more detail should you prefer.

All DBS checks are performed by a third company party once the check has been generated by the school. Volunteers are not permitted to help unsupervised in school until a successful DBS has been completed. It is your duty to inform the school immediately if you become subject to any criminal investigation, caution or conviction. This disclosure helps us to protect you as well as the pupils of St Mary's School.

What are my responsibilities as a volunteer?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard the welfare of children. It is important to be familiar with our Child Protection and Safeguarding Policy which is available to read on the school's website and in the school office.

Which children need protection?

All children need protection. However, you may become aware whilst working with a pupil that they may be having some problems, whether it be at home or at school, which give you cause for concern. You may become aware of an unexplained mark or bruise, or changes in their behaviour or demeanour. Sometimes, children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate. These behaviours may be out of character for that pupil.

What should I do if I have a concern about a child? At St Mary's, we have Designated Safeguarding Leads (DSLs) who are trained to support pupils and adults when concerns arise. These DSLs are Mrs J Chambers, Mrs T Harding, Mrs L Merrick, Mrs R Martin, Miss H Simmons, Mrs G Tongue and Mrs N Bold. You must report a concern to them without delay.

What should I do if a child discloses that they are being harmed?

Although the likelihood of this is small, it is important to know what to do.

- Listen to the pupil without making judgements.
- Take what they tell you seriously.
- Explain that you can't keep the information secret and must pass it onto someone who will know what to do.
- Do not ask leading questions or interrogate the pupil. Listen and let the pupil lead the disclosure.
- Do not make promises you cannot keep and tell the pupil what you are going to do next.

What should I do next?

Speak to one of the Designated Safeguarding Leads immediately.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations immediately to the Headteacher. If the allegation is about the Headteacher, contact must be made with the Chair of Governors (contact details can be found overleaf).

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual respect and trust. As a volunteer, you may well be working closely with the pupils, sometimes on a one-to-one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response. Please be mindful when responding and respond using verbal praise and eye contact, rather than physical contact.

When you are working with a pupil on a one-to-one basis, always ensure that the door is left open or that you are visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission. Do not photograph pupils, exchange texts or emails, share contact details, accept on social media or disclose your personal contact details at any time.

Personal Electronic Devices (PED), such as mobile phones, cameras, smart watches etc. are not to be used in school. Should you need to access a PED during school hours, please seek permission from a member of staff and go to the main school office to do so. Please refer to our Visitor Acceptable Use of ICT Policy for further information.

Everyone's Responsibility

No child should suffer harm, either at home or at school.

Everyone who works in our school has a responsibility to make sure that all our pupils are safe.

This leaflet has been given to you to make sure you understand what is expected of you in regards to safeguarding.

Please ask the school office if you are not clear about the contents of this leaflet and ensure that you keep this leaflet in a safe, accessible place so that you can read it again if you need to.

If you are worried about the safety of any pupil in school, you must report this to one of our Designated Safeguarding Leads (DSLs), whose contact details can be found in this leaflet. You will also be asked to write your concerns on a Cause for Concern form, which can be found in the office.



Useful Contacts

Designated Safeguarding Leads (DSLs)

Mrs J Chambers (Headteacher) head@stmarys-byfleet.surrey.sch.uk

Miss H Simmons (Deputy Headteacher) hsimmons@stmarys-byfleet.surrey.sch.uk

Mrs G Tongue (SENCO) gtongue@stmarys-byfleet.surrey.sch.uk

Mrs L Merrick (Home School Link Worker) hslw2@stmarys-byfleet.surrey.sch.uk

Mr G Hurst (Chair of Governors) chair@stmarys-byfleet.surrey.sch.uk

Local Authority Designated Officer (LADO): 0300 123 1650

Children's Single Point of Access (CSPA): 0300 470 9100 NSPCC: <https://www.nspcc.org.uk/>

Childline: <https://www.childline.org.uk/>

Visitor Acceptable Use of ICT Policy

I agree to follow this code of conduct and to support the safe use of ICT throughout the school:

- I understand that I have been given use of the school internet and/or school Computing systems in order to carry out a specific job for the school.
- I understand that it is a criminal offence to use a school Computing system for a purpose not permitted by its owner.
- I appreciate that Computing includes a wide range of systems, including but not limited to, mobile phones, tablets, smart watches, digital cameras, email, social networking and that Computing use may also include personal devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the head teacher.
- I will only take images of pupils and/or staff for professional purposes in line with school policy. I will not distribute images outside the school network.
- I will not use my personal equipment to take images or videos of children and/ or staff.
- I will ensure all images and videos are immediately uploaded to the school's secure system and then deleted from the media used.
- I will only use the school's email, internet and any related technologies for the purpose for which I have been given access.
- I will ensure I lock the computer when leaving the room to ensure personal data cannot be accessed.
- I will comply with the Computing system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school Computing systems.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the head teacher or my employer.
- I will report any incidents of concern regarding children's safety to the Online Safety Coordinator, the Designated Safeguarding Lead or head teacher.
- I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.