



Challenging minds. Changing futures.

Volunteer Induction Booklet

At Downsway Primary School we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

Downsway Primary School
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www.downsway.w-berks.sch.uk

Welcome to Downsway Primary and thank you for volunteering to help us in school. Volunteer helpers are an important part of children's education. Whether you are listening to readers, helping with practical activities, assisting on school trips, running a club or undertaking work experience, the contribution you make broadens and improves the opportunities for the children in our school.

This induction pack is for all new volunteers and will help you settle in quickly. There may be other things that you need to know, so please just ask a member of staff who will help you or point you in the right direction. Our school values are so important to us and help us work together as a successful team.

Our Ethos:

Our warm, caring ethos is based on our 6 core values. We teach these values to help our children to form good character habits for life.

Our Vision:

Children have the confidence to aim high and to be curious about their world. They work successfully with others and have a tolerant and responsible attitude towards them.

Our Core Values:

Aspiration

Dreaming big, aiming high, working hard to achieve goals

Tolerance

Respecting, accepting and embracing others

Self-Belief

Believing in and valuing yourself

Responsibility

Learning to make good choices and understanding the importance of honesty

Curiosity

Showing enthusiasm, asking questions, imagining and exploring

Co-operation

Listening, supporting and sharing

Prior to volunteering with us in the school, all volunteer/parent helpers must:

- Have an enhanced Disclosure and Barring Service clearance (DBS check).
- Attend an induction meeting with the class teacher and/or member of the schools Senior Leadership Team.
- Sign our volunteer's induction agreement as an acceptance and to confirm understanding of the agreement.

Information

1. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school operates a stringent Child Protection Policy. On application to be a volunteer helper, you will be asked to complete a DBS (Disclosure and Barring Service) check. To support your DBS application, you will need to provide us with proof of your identity to accompany your application (i.e. passport, driving licence and utility bill). After receiving your DBS information and verifying your ID, we will submit an online application. Each check can take up to two weeks to clear.

If you observe or hear something which may indicate that a child is being mis-treated within school or outside school, it is your duty to report this immediately to the class teacher or Safeguarding Lead, Matt Grover.

Information about Child Protection, Safeguarding and Whistleblowing can be found on our website www.downsway.w-berks.sch.uk or in the school office.

2. Arranging your visit

The date and times of your visits should be arranged in advance with a member of staff, usually the class teacher or a member of the school's leadership team. If you are ever unable to help as arranged, please ring the school to let us know as soon as possible. We know that some parents/carers can only help on an occasional basis, all help is very much appreciated.

Unfortunately, we are unable to accept any offers of help in school if it would mean a pre-school child would also need to attend.

3. Your role in school

You will usually be operating under the direction of the class teacher and that person will be your first point of contact for information and advice. The activity taking place will be the responsibility of the class teacher. The relationship between you and the teacher is extremely important and should be based on mutual respect.

The teacher is the professional and they will have made decisions about what is appropriate for the children. Your role is to support the teacher in the interests of the children, even though this may, at times, involve you not being there (e.g. listening to children read).

4. What is not permitted

- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices on the school site.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats, e.g. ice-creams, sweets (some children have food allergies).
- Volunteer helpers should not use their mobile phones whilst supervising children.
- Volunteers are expected to promote and follow the schools policies and codes of conduct at all times.

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5. Signing in

Please make sure you sign in at reception and wear a visitor's badge so people know you are a visitor or volunteer. You should ensure you sign out when you depart.

6. Working in our school

When you are working in school, you are always under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own.

7. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children. Volunteers should take a kind, yet firm, line with pupils. They must never chastise a pupil physically and always refer a child to a member of staff if the child is behaving badly and failing to co-operate. Volunteers are expected to follow the school's behaviour policy and actively promote positive behaviour.

8. First Aid

If any child you are working with should sustain an injury, please inform the class teacher immediately. Please do not treat an injured child yourself. Most of the staff are first aid qualified and there is a list of first aiders displayed each of the first aid kits around the school.

9. Emergencies - fire

Please familiarise yourself with the fire policy and fire safety notices around the school. All fire exits are clearly labelled. If a fire or emergency situation occurs, immediately activate the fire alarm and proceed with the evacuation. Exit the building, with the children you are supervising, via the closest emergency exit and proceed safely and quickly to the assembly point on the main playground. Do not enter the building until instructed to do otherwise.

10. Refreshments

All visitors to the school are welcome to use the staffroom, please help yourself to tea and coffee. We would ask you to consider the safety aspect of children near hot drinks and ensure that these are not taken into the classroom or working areas.

11. Confidentiality

It is **very important** that anyone working in the school is aware of the necessity for **total confidentiality** regarding any information learned about any individual – child or adult. Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood. It is therefore important to treat anything you hear or see in school, with regards to particular children, as being in absolute confidence and entirely a matter within the school. Questions from parents should always be referred to the class teacher or Headteacher.

12. Code of Conduct

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

Anyone behaving in an improper manner or found to be under the influence of alcohol or drugs will be asked to leave the site.

13. Policy documents

Essential documents are available on the school website and from the school office. Please see:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education
- Behaviour Policy
- Whistle Blowing Policy
- Health and Safety Policy
- Fire Procedures

14. Website information

You are invited to take a look at our school website, www.downsway.w-berks.sch.uk, where you will find a lot of useful information.

The School Day

8.45am	School doors open
8:55am	Registration
9.00am	Curriculum
10.30am	BREAK
10.45am	Curriculum
12.00pm	LUNCH
1.00pm	Registration
1.05pm	Curriculum
2.00pm-2.10pm	FS and KS1 Break
3.15pm	End of school day

We hope you have a very happy and fulfilled time at Downsway Primary School. If you have any questions or are not sure about anything during the school day, then please ask a member of staff, who will be happy to help you.

VOLUNTEER AGREEMENT AND INDUCTION CHECKLIST

Volunteer's Details

Full Name

Contact Number

E Mail

Volunteer Start Date

Induction Date

DBS request form submitted YES / NO

DBS date DBS number

Induction subjects covered:

Identification/DBS checks

Signing in and out

Code of Conduct

Confidentiality

Health and Safety

Safeguarding

Fire Procedures

First Aid and Accidents

Positive Behaviour

Declaration:

I understand that this booklet forms part of the school's induction process and confirm that any specific issues relating to my work have been discussed prior to starting.

- I have received a copy of the Volunteer's Induction Booklet and take notice of the requirements.
- I agree to support the school's aims and core values
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that any breach of these guidelines will result in my voluntary work being terminated.

Signed: Date:

Induction given by:

Position:..... Date: