

# St Peter's CE Primary School

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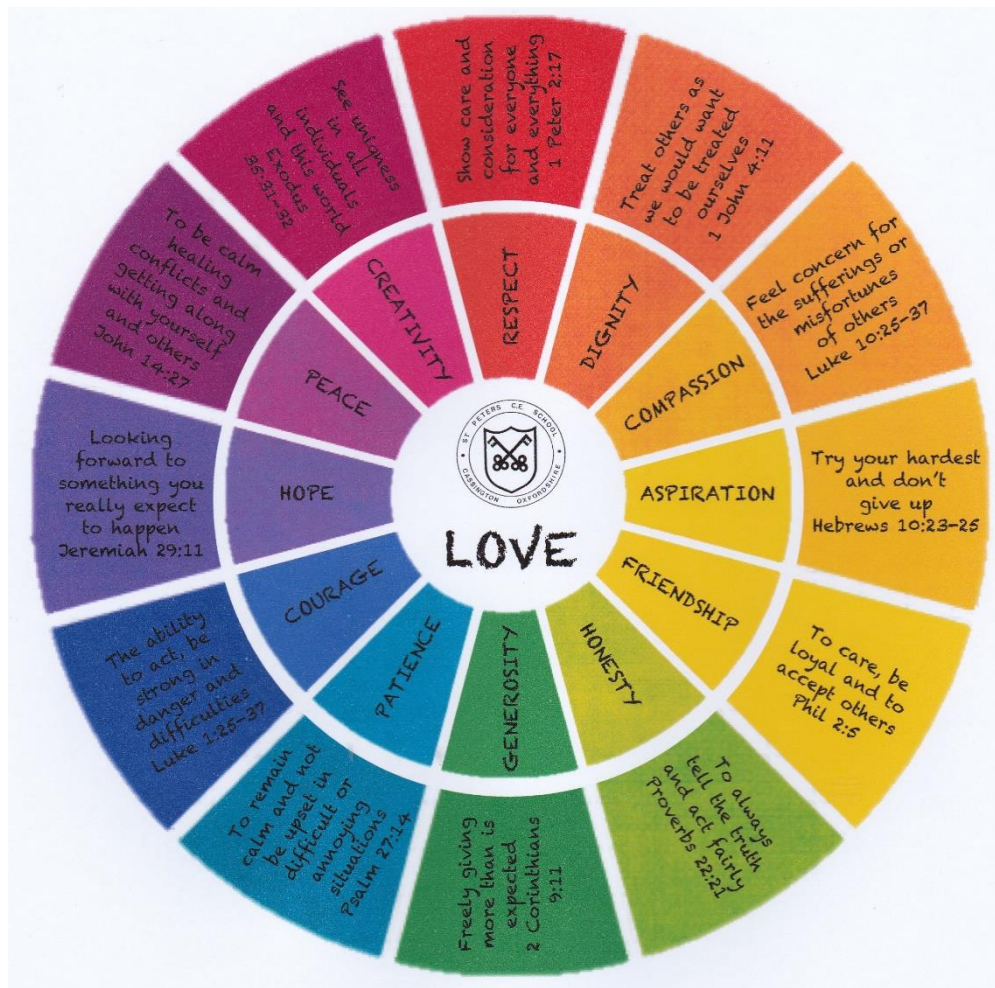
Web-Site: www.st-peters.oxon.sch.uk

Headteacher: Mr Jon Jeffries

## Volunteer's Handbook

### Vision and Values at St Peter's School

Everyone at St. Peter's is encouraged to embrace life with the boldness and hope of Peter, who stepped out of the boat, walked on water and achieved the impossible. Through Christian worship, values and love, helping hands are offered to support every member of our community to reach their potential.



Unlocking....

Minds that learn,

Hearts that love,

Faith that gives

Thank you for volunteering to work in our school. We value our volunteers and we hope that your time with us will be an enjoyable experience. This handbook has been developed to support you and give you guidance. Please let us know if you feel we have missed out any important information.

As a volunteer in our school there are certain procedures, protocols and policies which are important for you to know about. It is important that you take time to read this leaflet and understand these procedures.

Please remember if you have any concerns you should always speak to a member of staff.

Your first point of contact is the class teacher you work with, then the school office and then Mr Jeffries.

Each time you volunteer in school...

- Sign in
- Wear a visitor badge
- Acquaint yourself with fire procedures for the room you are in by finding the fire information and exit signs.

## Safeguarding

As a volunteer you will be in regular contact with children and in an excellent position to get to know them well.

You will be able to develop trusting relationships, observe changes in behaviour, and sometimes may be chosen to share a young person's confidence or concerns.

Safeguarding is everyone's responsibility - we rely on all those working with children to take suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual, and emotional harm and neglect.

Anyone working at St Peter's - whether paid or voluntary - is required to disclose all convictions, and checks will be made on anyone who has not already been vetted (DBS check).

### **How can you contribute?**

- Ensure that your behaviour is appropriate at all times
- Take immediate steps if abuse is alleged or suspected
- Remember to put the welfare of the child or young person first
- Never investigate concerns yourself.

### **What should you do if you suspect a child or young person is being abused?**

- Tell the designated member of staff (Mr Jeffries) or their

deputy (indicated in reception) immediately.

- Record your concerns onto the Safeguarding Disclosure Form, copies can be found in the staffroom in the Safeguarding File.

### **If a child or young person tells you they are being abused:**

- Allow them to speak without interruption and accept what they say
- Never agree to keep information confidential
- Tell them you will help and explain that you must pass the information on to the designated member of staff (Mr Jeffries or their deputy as indicated in reception).

### **If you receive an allegation involving a member of staff, a carer or a volunteer, including yourself:**

- Immediately tell the Headteacher or Deputy Safeguarding Lead
- Record what you have been told and give a copy to the
- Headteacher/ Deputy Safeguarding Lead

**All new staff and volunteers should have received the 'Safeguarding at St Peter's' leaflet and induction from the designated staff - make sure you get yours.**

### **Top Tip**

- Look out for any signs that cause you to be concerned about a child or young person
- Listen to what the child or young person has to say
- Always keep a record
- Act immediately.



Oxfordshire Safeguarding Children Board

## REMEMBER:

INFORMATION SHARING IS CRUCIAL TO PROTECT CHILDREN

### The Seven Golden Rules for Information Sharing

1. **Remember that the General Data Protection Regulations, Data Protection Act 2018 and human rights laws are not barriers** to justify information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately;
2. **Be open and honest** with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
3. **Seek advice** from other practitioners or your information governance lead if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;
4. Where possible share with consent and, where possible, respect the wishes of those who do not consent to having their information shared. **Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful reason to do so**, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared;
5. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions;
6. **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (Practitioners must always follow their organisation's policy on security for handling personal information);
7. **Keep a record of your decision and the reasons for it** - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

## **Emergency Procedures and key information**

### **What to do if you discover a Fire**

If there is a fire the fire alarm will be activated. If you discover a fire you should:

- Operate the nearest fire alarm call point.
- On hearing the alarm, the building must be evacuated from the nearest fire exit.
- Please assemble on the field next to the adventure playground.
- The Fire and Rescue service will be called by a member of staff.
- Registers will be taken at the assembly point.
- Advice will be taken from the Fire and Rescue services.

### **Warnings & Evacuation Procedures**

- If there is a fire you will be notified by a fire alarm with spoken instructions to leave the building
- As soon as you hear the bell, evacuate the building by the nearest safe route.
- Close all doors behind you.
- Do not return to it to collect your belongings.
- Go to the assembly point and wait to be registered.
- Remain at your assembly point until you receive further instructions.
- Do not re-enter the building until you are told it is safe to do so.
- Lockdown will be indicated by an alarm. Follow instructions of class teacher/head

**There are separate procedures for bombs, suspicious packages, intruders and gas leaks. Please follow the guidance of a member of staff in these incidences.**

### **Accident and Incident Reporting and investigation**

- All accidents, or sudden illness occurring during normal working hours must be reported to reception where staff can take appropriate action. Incidents occurring outside normal working hours must be reported to the senior member of staff.

### **First Aid**

- Can only be administered by a qualified First Aider (nearly every member of staff is trained).

### **Premises safety**

- If you identify any hazard or potential hazard please report to the headteacher.
- Hot drinks should not be carried around the school when children are present.

### **Security**

- All exterior doors should remain locked when pupils are in school and opened by the class teacher if required in an emergency.

### **Supervision of pupils**

- No pupil should be left unsupervised.
- Volunteers must not be alone with individual children

### **Use of mobile phones and cameras**

- Mobile phones should not be used when working with children. Neither staff, volunteers nor children may use their own mobile phones to take photographs for school activities.

## Positive Behaviour Policy

The underlying rationale of our school behaviour management policy is that good behaviour should be recognised and rewarded and that negative behaviours be discouraged and changed for better through the fair and systematic application of our behaviour policy. When children fulfil our expectations we need to let them know. It is essential that we recognise the good behaviour of the majority. Rewarding positive behaviour and addressing poor behaviour are both done through the language of our 12 school values (Values Wheel).

### **Positive Reward Systems**

All staff promote positive self-esteem through their behaviour management and by carefully balancing rewards and sanctions. Volunteers should follow these systems when appropriate.

### **Team Points**

Here at St Peter's we feel that it is important to foster working together for the common good so we have a simple team point system. Volunteers may award Team Points for positive behaviour and acting in a way that positively goes beyond what is expected.

The school is divided into four teams:

Sparrowhawks  
Red Kites  
Kestrels  
Buzzards

### **Recording and Reporting of Inappropriate Behaviours**

Major behaviour incidents will be recorded through reflection sheets and will be led by a member of staff. Incidents outside will be dealt with by those staff who are outside except for major inappropriate behaviour incidents where the class teacher or headteacher will take over. Staff outside should appraise the child's class teacher of the incident as soon as possible after the event. Volunteers must report any incidents of poor behaviour to the class teacher.

### **Confidentiality**

We expect our volunteers to abide by the same code of confidentiality as teachers. Anything you hear or see in school is confidential and should not be discussed outside school.

### **Insurance**

All volunteers are insured for the same activities as the teachers. The policy is available for you to look at in the office.

### **What work should I not undertake?**

You should not be given any activity which is not safe for you to undertake. If you are given a task to do and are having difficulties, whatever the reason, speak to your class teacher.

### **What if I am not happy?**

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but in the meantime please tell us!

**Thank you for offering to help at St Peter's – your support is much appreciated.**

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