

Carlisle Infant School

*'Love Learning, Love Life'*



# Adult Volunteer

Guidelines & Safeguarding

Information Booklet

2023-2024

## **Welcome to Adult Volunteers at Carlisle Infant School**

Thank you for volunteering your interest, time and expertise as an adult volunteer. We are very grateful that you feel willing and able to support the children and the school in this way. It is an important role that we feel warrants a set of guidelines which we hope you will find useful.

### **SAFEGUARDING**

**Carlisle Infant School is committed to safeguarding and promoting the welfare of our children, staff, guests and volunteers. Please take some time to familiarise yourself with our Safeguarding & Child Protection Policy and 'Keeping Children Safe in Education 2023 Part 1', both of which are available on our website under 'Federation Policies' and on the volunteer page of the website.**

**If you suspect a child may be suffering abuse or neglect or if a child makes a disclosure to you then you must inform the named Designated Safeguarding Lead in school without delay. The Designated Safeguarding staff at Carlisle are:**

**Zoe Brittain, Headteacher/Designated Safeguarding Lead**

**David Wells, Deputy Headteacher/Deputy Designated Safeguarding Lead**

**Monique Goddard, Pastoral Mentor/ Safeguarding Team**

**Karen Hood, HLTA/Safeguarding Team**

### **DBS checks**

In order to ensure that we provide a safe environment for the children in our care it is a legal requirement that all adults volunteering regularly in school need to have an up-to-date Disclosure and Barring Service check. If you do not have one, please see Mrs Mapes in the school office who will let you know how to complete the process. Once you have received your certificate, you need to bring it in to the office so that the details can be recorded on the Single Central Register. Please note, you will not be able to start volunteering on a regular basis until you have a current DBS certificate, applied for through the federation.

The fee for DBS checks is £12.00. Unfortunately we have to ask volunteers to pay this fee. If you are unable to, please speak to Mrs Mapes in the school office.

### **Arrival and Departure**

It is important that you sign in at reception on your arrival and sign out on your departure. This is part of our Health and Safety Regulations as we need to be aware of who is on site at all times.

We expect you to wear a visitor's sticker/lanyard from the office. Please ensure that it is visible while you are on the premises. Please note that if you are not wearing your sticker/lanyard then you may be challenged by a member of staff.

## **Times of the school day**

The school day starts from 8:45a.m and ends by 3:00p.m. (Reception) and 8:55am and ends at 3:15pm (KS1).

Each year group has a mid-morning break, and lunchtime is from 11:45am-1:00pm for Reception and 12.15pm–1:15 pm for KS1.

## **Confidentiality**

We expect that all adults supporting in our school respect the confidentiality and privacy of all staff, children and families within our school community.

This includes contact with your own children or their friends during the school day. If you have any concerns about anything you have seen or heard then please speak to the class teacher or to Mrs Brittain (HT) or Mr Wells (DHT). In the event that they are not available, please speak with Miss Goddard (Pastoral Mentor) or Mrs Hood (HLTA). It is likely that if you work with a child on a regular basis they will come to trust you and feel secure with you, but please, never tell a child that they can speak to you in confidence as this will depend on what they tell you.

Thank you for your understanding and cooperation.

Please be mindful that you do not put yourself in a position of mistrust by looking around areas of the school that do not relate to the role you are doing. In addition, please also be mindful of not reading information around the teacher's desk/noticeboard area as this is for staff only.

**Please note, you must never discuss a child's behaviour or progress with anyone.**

## **Other information**

- The teacher is responsible for the children who are in their care so please do refer **any** incidents to them.
- Ensure that your mobile phone is on silent and that you do not use it while you are in school. **Under no circumstances** should you take photos in school on your phone or any other device.
- Avoid finding yourself "out of sight" with any child. It is important to realise that any physical contact could potentially be misconstrued by a child.
- The children need to ask their teacher before they go to the toilet. You should not take children to the toilet.
- We have high expectations for behaviour and all children should follow The Golden Rules. If you have any concerns about a child's behaviour please do speak to their teacher. We do have a detailed Behaviour Policy which can be found on the website.
- The adult toilets are by the front office. Tea and coffee making facilities are located in the staff room, you are welcome make a drink there, you can speak with your class teacher about appropriate times to do this.

Please be mindful that this is a staff break area, and you may find it more comfortable to have your drink in the foyer at the front of the school.

- We are a nut free school.
- We are a no smoking premises.
- Please do not take hot drinks out of the staffroom unless in a secure lidded cup.
- Children walk in the school building.
- If for any reason you are unable to come in to help then please inform the school on 020 8979 2770. The office will then let the class teacher know.
- Occasionally last minutes changes to our usual timetable affect our timings and may unfortunately affect your help session. We would ask please for your understanding if this occurs. Please keep up to date with trips and events by reading the newsletter and checking the school diary on the website.
- Please keep any belongings with you at all times while you are in the school.
- We do invite parent/ adult volunteer helpers to involve themselves in a range of ways at Carlisle. If you feel that you have any other skills that you would be willing to share then please let us know. If you know of anyone else who might be suitable as a volunteer helper then please encourage them to come and speak to a member of staff.
- We do want your experience in school to be an enjoyable and rewarding one. We really hope you feel a valued and important part of the school community. Please inform a member of staff if you have any concerns that affect your experience with us.

THANK YOU, ONCE AGAIN, FOR YOUR INTEREST AND SUPPORT.

# Federation Vision & Values

## Vision

**For every child to flourish – with confidence, a sense of belonging and a love of learning for life.**

We will achieve this through our mission of being dedicated to giving children a learning experience that:

- Sparks their curiosity and instils a love of learning that will last a lifetime.
- Gives them the learning skills they need to thrive and achieve their very best.
- Builds their confidence and the self-belief that anything is possible.
- Encourages them to be ambitious and resilient learners who aim high and who don't give up.
- Strengthens their sense of belonging, and the role they play in our school, our community and the wider world.
- Supports and prepares them for the next stage of their learning.
- Helps them to understand and navigate a rapidly changing world.

## Values

- Happiness – our schools are happy places where children are nurtured and everyone feels safe, supported and valued.
- Belonging – we are kind to each other and celebrate what makes each of us special and different.
- Curiosity – we ask questions, explore ideas and go on adventures to discover more about ourselves and the world around us.
- Courage – we try new things, we don't give up and we know that making mistakes helps us to learn.
- Confidence – we celebrate our strengths and all the brilliant things we know we can achieve.
- Ambition – we are enthusiastic, have pride in what we do and do our very best every day.
- Togetherness – we work together and help each other out.

## **Learning Behaviours**

Throughout the year we will be introducing and focussing on a key Learning Behaviour. These are:

- Responsive
- Creative
- Determined
- Inquisitive
- Team Work
- Courageous

## **Golden Rules**

At Carlisle we use Golden Rules to reinforce positive expectations for the children in our care.

The Golden Rules are:

We are kind and helpful

We listen

We are honest

We work hard

We look after property

The children are encouraged to keep the Golden Rules and are then rewarded accordingly.

## **Senior Leadership Team 2023/2024**

Zoe Brittain	Headteacher & Safeguarding Lead
David Wells	Deputy Headteacher & Safeguarding Lead
Aoife Owens	Year R Year Group Leader
Laura Irwin	Year 1 Year Group Leader
Alysia Lewis	Year 2 Year Group Leader
Lorraine Blake	SENDCo
Karen Hood	HLTA & Safeguarding Lead

### **First Aid**

If you need first aid please go immediately to the medical room where first aid facilities are found. Monique Goddard, our Pastoral Mentor is able to administer any first aid required or in her absence, a list of first aid trained staff can be found in the medical room.

### **Evacuation Procedure**

- In the event of a fire being discovered, the fire alarm break glass system will be activated immediately.
- The Evacuation Assembly Point is in the playground (the off-site assembly point is Turing House Field).
- Evacuate the building calmly and quietly.
- Admin staff/Headteacher/other nominated person will dial 999 with a follow up call once the fire has been confirmed to provide more details.
- The school staff will lead the children out of classrooms or shared areas.
- Any adult (parent helper & after school clubs etc.) with a group of children will exit the school via the nearest exit.
- If you are in the school hall, exit through the main entrance or one of the other emergency exits and make your way around the school to the playground. The side gate will be opened by a member of staff.
- Firefighting equipment should only be used by school staff and only to assist with the safe exit of the building.
- Admin staff will check the visitor's log to ensure all visitors are accounted for and present.
- If you are the last person to leave the building, please close the door behind you.
- Please do not call your child to accompany you. They must stay with their class teacher/ member of staff at all times.

## **Child Protection and Safeguarding Information**

Carlisle Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Information about Safeguarding at Carlisle can be found on the Safeguarding Wall along the corridor outside the main office and our Safeguarding & Child Protection Policy can be found on our website.

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

Adults working in a school are in a **position of trust** and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Headteacher and Governing Body. If you break this trust, you will be asked to stop volunteering at the school with immediate effect.

The following is a code of appropriate conduct for all adults working in or on behalf of the school. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

### **You should always:**

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Child Protection, Behaviour, Physical Intervention, Anti Bullying, Equal Opportunities, Health & Safety, Use of Images (photography & DVD), Disability Discrimination, E Safety.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the children.
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is a part of a plan agreed with a member of staff (e.g. for mentoring or other purpose).

### **Report to the Headteacher (or in the case of an allegation concerning the Headteacher, The Safeguarding Governor, Barbara Clifford) as soon as possible:**

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself
- 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.



- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures.

### **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.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, (text/email/telephone) or make arrangements to contact, communicate or meet children outside of school.
- Develop 'personal' relationships with children.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.
- Use mobile phones in the vicinity of school children. Mobile phones must be securely stored out of sight for the duration of your visit in school.

### **School Contact Information**

[info@carlisle.richmond.sch.uk](mailto:info@carlisle.richmond.sch.uk)

020 8979 2770

Safeguarding Team: Zoe Brittain, David Wells, Monique Goddard & Karen Hood  
Safeguarding Governor: Barbara Clifford

**Once again, we really do appreciate your help and support in volunteering –  
Thank you.**