



PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL

Learning, to make a difference, in God's world

Head Teacher – Mr Jonathan Le Fevre MA(ED),NPQH

Deputy Head Teacher – Mr Richard Osmond BA(ED)

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Information Pack for Volunteers

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- Equal Opportunities
- Child Protection Procedures
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Introduction

Pilgrims' Cross CE (A) Primary School staff and Governors welcome the support and enrichment that Volunteers provide.

We believe that the following guidance will help clarify your role and let you know about school procedures.

Equal Opportunities

Our approach to promoting equality: The overall objective of the school's Equality Policy is to eliminate unlawful discrimination and harassment, to promote equality of opportunity and to promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

The school seeks to ensure that no member of the school community or any other person through their contact with the school receives less favourable treatment on any grounds which cannot be shown to be justified. This covers race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, gender reassignment, age, trade union or political activities, where the person lives, their socio economic background or any spent convictions that would not affect their ability to work with children. The principles of this policy apply to all members of the extended school community – pupils, staff, governors, parents and community members.

Child Protection Procedures

Please note that Pilgrims' Cross CE (A) Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers and other adults working with children to share this commitment. Any volunteer wishing to work in school will be required to have an enhanced DBS check. You will have to provide proof of your identity, right to work in the UK (both provided via a photocard driver's licence or passport) and proof of address.

These checks will have to be passed before you start working with the children. Paper copies of the information that you provide will be filed in a locked filing cabinet in the Admin Officer's office as well certain elements being recorded on our electronic Single Central Record. Should you wish to see this, please ask the Head Teacher.

You have a vital role in helping to foster good relationships, and supporting the development of children through your work, and your positive interactions with them. Therefore, your conduct should be caring, but professional. Always use appropriate language and behaviour.

In addition to this your main duty of care lies in following these procedures.

You must:

- Report any concerns about children to the Designated Person for Child Protection, Jon Le Fevre immediately.
- In his absence you should report to Richard Osmond (the Deputy Head) or refer to signs in school for other members of staff with designated responsibilities
- Do not** divulge this information to a third party.
- For your own safety and protection please do not undertake any personal care of the

children (eg. help with toileting or first aid). Please refer the children immediately to a member of staff. You may send the child with a friend to find a member of staff, or if they are unable to move send a child to find a member of staff. If you are trained to administer first aid you may do so if by failing to act the child's well-being is put at greater risk. Most accidents are not emergencies and should be dealt with through school staff.

Positive Behaviour Policy

At Pilgrims' Cross CE (A) Primary School we aim to create a happy, caring atmosphere for our children in which effective and enjoyable learning can take place. We expect our children to behave in a polite and thoughtful manner to all members of the school community. A copy of our Behaviour Policy is available on the school website, with all you need:

- To remember that the best way to ensure good behaviour is to be a good role-model for the children and to develop positive relationships with them by being fair and listening to what they have to say.
- To remember not to jump to conclusions.
- To let the children know what your expectations of their behaviour is and ask them politely to stop if they step out of line.
- If this is unsuccessful in maintaining good behaviour, or you feel that the children are behaving in an inappropriate way towards you, report this to the Class Teacher or Head Teacher.
- For your own safety and protection please do not initiate any other disciplinary action but always refer your concerns to a member of staff, preferably the Head Teacher.

Basic First Aid

Our first aiders at work (Adults) are Jessica Scowen (Aspen Class), Laura Myers (Front Office) and John White (Site Manager).

We also have several members of staff who have been trained as 'appointed persons' in pupils first aid. A list of these members of staff can be found in the main staffroom. Therefore, if there is a medical emergency, or a child requires first aid, please refer to a staff member for help.

Our first aid kit, sick bowls, plasters etc are kept in reception back office.

We do have a very small number of children who experience a severe allergic reaction to certain foods. Staff have been trained in how to deal with these children should they experience an allergic reaction. If you have any concerns please report them to a member of staff immediately.

Health and Safety

Everyone has a duty to be responsible for their own health and safety whilst at work and for the safety of others. Therefore, if you notice something that is unsafe (this could include, equipment, accommodation or practices), please report this to the Head Teacher.

Key Procedures

Injury Sustained Whilst at Work: if you sustain an injury at work please report this to Heather Borley in the office. You will need to complete an accident form.

Discriminatory Incidents: These are instances where someone has been targeted due to a protected characteristic (age, race, sex, disability, sexual orientation, gender reassignment, religion, faith or belief). All discriminatory Incidents must be recorded to the Head Teacher, Jon Le Fevre, to be recorded (please also see Behaviour Policy on school website).

Fire: If you hear the fire bell, please help the children to leave the building in a calm and orderly fashion. There will be no need to panic so the children should not run. Please take the children to the muster point on the playground and stay with them until given the all clear to return.

Dress Code: There is no formal dress code at Pilgrims' Cross CE (A) Primary School but you should come prepared for changes in weather, and wear clothes that are comfortable, modest and appropriate to your duties.

Data Protection and CONFIDENTIALITY: Personal information is sensitive and must be treated with complete confidentiality. If you overhear any personal information through your volunteering, you must not divulge it to a third party. See CONFIDENTIALITY AGREEMENT below.

Absence:

Please let us know as soon as possible if you are unable to attend, so that we can notify Class Teacher's accordingly.

On arrival:

Always sign in on the signing in screen at the office when you arrive at the school and collect / wear your visitor's sticker. Don't forget to sign out as you leave.

Induction and orientation

You will be asked to spend some time going through these arrangements with the Head Teacher before you take up work in school.

At this meeting the Head Teacher will discuss the contents of this information pack with you, and answer your questions. If you have any further questions please refer them to the Head Teacher as soon as possible.

Please sign, date and retain for your records. See also the following page.

Pilgrims' Cross CE (A) Primary School

Information Pack

Confidentiality Declaration

I understand that anything I observe, read or hear at Pilgrims' Cross CE (A) Primary School about a particular child, group of pupils or member of staff will be held in confidence.

I will not discuss any confidential personal information with anyone else outside the school setting.

I will not communicate to others about children's actions or behaviour or educational progress.

I have read and agree to abide by the above guidance, and have read:

- Behaviour Policy
- Child Protection Policy
- Data Protection Policy
- Fire Evacuation Policy
- Guidance for Safer Working Practice for Those Working with Children in Education
- Keeping Children Safe in Education 2021 Section 1 and Annex B
- Prevent
- Safeguarding Policy
- Staff Charter
- Whistleblowing Policy

The above Ten documents are available:

<https://pilgrims-cross-ce.secure-primariesite.net/volunteers/>

Your name (Print):

Your signature: Date:

Signed: (Head Teacher)

Please detach this page, sign, date and return to the school office. Thank you.

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