

Protocol for Volunteers & Visitors to St Joseph's Catholic Primary School

Thank you for offering to come into our school to support us: your help is very much appreciated.

In order to keep children safe and to ensure the child protection procedures are followed and reviewed accordingly, please refer to the following information. We hope that this information assists you by:

- ◆ Ensuring your experience is positive while supporting activities in school;
- ◆ Explaining the best way to work as part of the adult team in school;
- ◆ Ensuring that your position is clear when working with our children;
- ◆ Protecting you through our guidance within our child protection policy and procedures;
- ◆ Showing how valued your contribution is to us.

Protocols:

All voluntary visits must have been pre-arranged with the school first so that the teacher is expecting you.

Always work under the guidance of the teacher/member of staff, you are there to support the class not to plan your own activities unless this has been previously agreed.

Confidentiality:

It goes without saying that confidentiality is vital within the school environment. Please refer to any member of staff if you see or hear anything about which you feel unsure. Refrain from talking about what you have seen or been doing in school with other parents: always refer any concerned parents, who want to talk with you about their child's time in school, to the class teacher - rather than being drawn into conversations or giving opinions about school matters.

Behaviour:

We are very keen at St Joseph's to encourage good and correct behaviour in our children at all times and we have systems in place to help us to do this: Code of Conduct, Behaviour Policy, Class Rules, House Points, Certificates and Stickers – all sorts of positive behaviour management strategies! We also have sanctions that are clear to pupils, including, for example, missing a period of break time. Please keep in close contact with the teacher or member of staff with whom you are working. They will deal with any discipline or behaviour issues. Once you have finished your sessions, please do not discuss such matters with anyone else.

Working with groups or individual children:

You will usually remain in the classroom when carrying out activities, should you be asked to work alone with a child or group keep the door open, ensure that the teacher knows where you are and has agreed on where you are working. Many of our work areas in school are open which makes them a good base.

School trips/Sporting Events

When on a school trip or visit, pupils may exhibit behaviour and attitudes different from those seen in school. Staff/volunteers may be with pupils for a much longer period of time and there may be more social interaction than normal. Staff must act with the same caution and discretion as at any time in school. If you are a registered driver for the school, you must hold an enhanced DBS and must always travel with at least 2 children in the car.

Physical contact

Any physical contact which may be misconstrued by the child, parent or other casual observer should be avoided. There may be occasions when a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give. In such situations the child's permission should normally be sought before physical contact is made.

Volunteers & Visitors should avoid touching children and sitting them on their laps, any contact is best left to a member of staff, this is a most important request as it will protect you from any potential allegations.

In Conclusion:

We expect all our volunteers to have DBS clearance which, although it may sound alarming at first, is for your own benefit as well as ours, giving security and reassurance to us all. We look forward to continuing to develop all aspects of our school family, in which you play an important part. On behalf of the children, staff and governors, thank you for your time, dedication, skills and enthusiasm.

Our aim is to keep all our children safe, please refer to our mini safeguarding leaflet in your visitors badge.

Please read this document alongside Part 1 of 'Keeping Children Safe in Education' September 2023 (attached)

To be returned to the office:

I confirm that I have received a copy of the 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2023' and read Part one of the document.

I confirm that I have read and understood the document, and will follow the guidance.

I will seek clarification on any issues that I am unsure about from the Designated Safeguarding Lead at St. Joseph's.

Signed: _____

Name: _____

Date: _____