

The Mead Infant and Nursery School

Cudas Close, Newbury Gardens, Ewell, Surrey KT19 0QG
Tel: 020 8393 0966 E-mail: office@mead.surrey.sch.uk

Headteacher: Mrs T Creasey

Including a Specialist Centre for the Deaf

Tel: 020 8786 7422 E-mail: hiunit@mead.surrey.sch.uk



Proud to Belong

Information and Code of Conduct for Volunteers

(Last page to be signed and returned to the school office before volunteering begins)

The Mead Infant School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils benefit greatly from it.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Disclosure and Barring Service Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Children Schools and Families (DCSF) and the Local Authority set out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that we will need to ask for your permission for a DBS check.

This check is to ensure that you are not on the list of those people who have been barred from working with children, you do not have relevant convictions, and the police do not have any other information about you which suggests that you may be unsuitable to work with children.

We appreciate that some volunteers find this intrusive and unacceptable; however, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the Headteacher and the Local Authority) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with Headteacher.



Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

What to do if you have a Safeguarding or Child Protection concern

- It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this will not always be their own Class Teacher or Teaching Assistant
- There may be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.

Please pass any concerns onto the School's DSLs immediately. You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns, no matter how trivial, be passed on.

If a child chooses to disclose information to you:

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass as the child might not have the confidence to try again

- Be prepared to listen to and comfort the child
- Do not make a promise that you cannot tell anyone else. You cannot promise confidentiality as the information will have to be passed on
- Explain to the child that you will need to pass this information on to the DSLs (Mrs Creasey, Mrs Temko, Mrs Bedford or Mrs Fagan)
- Make them aware that their disclosure will be reported only to those who need to know and who can help
- Stay calm and tell the child that it is not their fault and reassure the child that they were right to tell you
- Write down everything that the child tells you
- Include your name, the child's name, date and time of the disclosure
- Do not question the child. Limit your involvement to listening and reassurance

Code of Safe Conduct

We acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance (e.g. smacking other people's children is not allowed). Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

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The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school. Adherence to this code will ensure that both children and adults are safe, including the possibility of allegations being made against them.

You should always:

- Sign in at the Main reception and sign out when you are leaving
- Ensure that your visitor's badge is clearly displayed at all times whilst you are in the School
- Please keep your valuable with you at all times
- Adhere to all school policies, many of which are specifically written with safeguarding in mind, e.g. Child Protection, Behaviour, Anti Bullying, Equal Opportunities, Health and Safety, E safety Specific policies are available upon request and displayed in the Main Reception
- In the event of an accident or if you feel unwell, please report to Main reception
- Please read the fire alarm procedures displayed in the room that you are in, the alarm is a continuous bell, please leave the building by the nearest exit. Do not take any personal risks. You must not re-enter the building until told it is safe to do so
- If an intermittent alarm bell is rung this means we have concerns about someone who may have entered the building. Everyone should remain calm and stay in the classrooms but make themselves as inconspicuous as possible by hiding under tables
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils
- Observe other people's right to confidentiality (Unless you need to report something to the Headteacher or Designated Safeguarding Lead (DSL) e.g. concerns about a child protection issue).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with the teacher e.g. to support a child with special needs.
- **Smoking is not permitted anywhere within the School site**

Confidentiality

It is a privilege for you to be a volunteer worker in a school and you will witness many moments of tears and joy. No matter what you see in school, it is essential that it stays in school and is not talked about with others. A simple comment can easily be misconstrued and cause great alarm or unhappiness to someone else. If you are ever asked for information about a child's or teacher's day please always reply – 'you need to talk to the teacher/Headteacher about that'. If you have any concerns about any child's or adults well-being please report it immediately to the Headteacher or her Deputy.

Report to the Headteacher (or to the Chair of Governors in the case of an allegation concerning the Headteacher)

- 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:

- **Use your mobile phone whilst in school**
- **Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.**
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating
- Discriminate either favourably or unfavourably towards any child
- Give personal contact details, text email or telephone, or make arrangements to contact, communicate or meet children outside of school
- Develop 'personal' relationships with children
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature
- Give or receive gifts
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner
- Behave in an illegal or unsafe manner
- 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

* **Please note:** It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.

Our Designated Safeguarding Lead (DSL) is:

Mrs T Creasey Headteacher

Our Deputy Designated Safeguarding Leads are:

Mrs A Bedford	Deputy Headteacher
Dr N Temko	Teacher of the Deaf
Mrs Z Fagan	Senior Teacher

Signed

Mrs Creasey, Headteacher
September 2019

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Information and Code of Conduct for Volunteers

Please keep the Code of Conduct for future reference and return this sheet to the school office before volunteering begins.

I (please print name) _____ have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

I also confirm that I have read and understood the school's:

- Child Protection and Safeguarding Policy
- Staff Behaviour Policy
- Volunteer Handbook

Signed: _____

Date: _____

