



# The Fellowship of All Saints Kirkby Overblow and North Rigton Church of England Primary Schools

## INFORMATION FOR VOLUNTEERS

**History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.**

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All Saints CE School and North Rigton CE School value highly, parents and others who volunteer to help with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it were not for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school, 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 Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education sets out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that because of the level of access you have with children, that we need to ask for your permission for a DBS check.

Depending on the level of check required we will check that: you are not included on Department of Health or Department of Education lists of those people who have been barred from working with children, you do not have convictions, the police do not have any relevant information about you which suggests that you are unsuitable to work with children.

We appreciate that some volunteers find this intrusive, 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 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 a conviction 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 the 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 with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems that 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.

### Code of Safe Conduct

It is essential that 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 from that which applies whilst caring for our own children. Certain laws and government guidance (e.g. regarding smacking children) also govern conduct. 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.

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

#### **You must:**

- Not put yourself in a position which could lead to your intentions being misconstrued e.g. being alone with a child in a confined area.
- Adhere to the school's policies- These are available from the office.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Not leave dependent children in a position which may compromise their safety e.g. if parent has not collected them.
- Observe people's rights to confidentiality (unless you need to report something to the headteacher e.g. child protection concerns).
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.

- Not discriminate favourably or unfavourably towards any child.
- Not make arrangements to contact, communicate or meet children outside of your 'work'.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at, smack, a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE Kit, football boots, uniform.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner whilst transporting children e.g. exceed the speed limit, drive recklessly, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy, otherwise unsafe or not properly insured, use a mobile phone whilst the vehicle is in transit, fail to use seat belts. Do not transport any child without specific parental permission.
- Never undertake any work with children when not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.
- Mobile Phones are to be switched to "silent" whilst you are in school and must not be used for taking photographs.
- Report to the headteacher:
  - Any accidents/incidents whilst transporting children
  - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
  - Any difficulties you experience e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
  - Any behaviours of another person working for the school, which gives you, cause for concern.

### Confidentiality

During your time as a volunteer, you will become involved in conversation with individual children. You may also become aware of different abilities and levels of behaviour in different children and the teacher may well discuss the varying needs and requirements of individuals. It is important to remember that anything you might learn as the direct result of acting as a volunteer, whether it refers to a child or a member of staff, **must remain in absolute confidence.**

**All staff are here to provide help and support; please question anything you are unsure of and always share information regarding individual children.**

**Many thanks for your support of the school and its arrangements for the safety and care of children and adults in our school community**