



Important Information for Volunteers September 2016

Welcome!

Welcome to Hatfield Woodhouse Primary School. Thank you for contributing to our school community. We hope that you find it a rewarding and enjoyable experience.

We have put some information together about the school to help you during your time here. We hope this will be helpful!

Here are some key people who work in our school:

- Mrs H. Acton – Principal
- Mrs S. Chesney – Deputy Principal
- Mrs C. Orridge – School Business Manager
- Mr R. Needham – Site Manager

We have a friendly staff and you will meet many people during your time with us. Please introduce yourself!

General timetable

Please note that timetables change frequently, but here is the general time table of the school day. Changes occur frequently to the daily timetable - but this timetable may be helpful.

8.45am	- Morning session commence – spelling time
10.00am - 10.10am	- Morning break - Key Stage 2.
11.00am - 11.10am	- Morning break - Key Stage 1.
11.55am	- Lunch KS1
12.10pm	- Lunch KS2
1.10pm	- Afternoon session commences. Key Stage 2.
2.10pm - 2.20pm	- Afternoon break - Key Stage 1 & 2
3.30pm	- School closes.

Arrival and departure - safeguarding

We take the safety of our pupils very seriously, so we need to ensure that all authorised people are clearly identifiable. So, please ensure that you sign in and sign out at reception on arrival/departure – on each visit (please do not keep your badge to use on the next visit). You will be given a visitors badge which you must wear during your time on school premises. If you do not wear your badge, staff will challenge you about why you are on the premises during school hours.

Please note that this also applies to any parents who are volunteering. If you are able to volunteer on a regular basis you will be asked to complete the online DBS check in line with safeguarding recommendations, whilst in a school environment.

But, there are always lots of adults around the building, parents, support teachers, special need assistants, workmen etc. Don't be afraid to ask who they are. Report anybody or anything you think unusual to a member of staff.

Safeguarding of children – raising concerns

Within school we have people who are responsibility for the safeguarding of pupils – they are called our Designated Safeguarding Officers:

Mrs H. Acton - Designated Safeguarding Officer

Mrs S. Chesney – Deputy Designated Safeguarding Officer

If you have a concern about the health and protection of a child, you must report this to either Mrs Acton or Mrs Chesney. Please note that these details are repeated on the back of your visitor badge for ease.

Confidentiality

As you may be working with pupils, you may be given information that will help you to support a child. It may be that the information is sensitive. You are expected to maintain confidentiality and not share any information that you are privy to with anyone in or outside of the school. You will be asked to sign a confidentiality agreement, as we need to ensure that we are safeguarding the privacy of pupils. If you are uncomfortable with this, sadly we would be unable to allow you to volunteer.

Conduct when working with pupils

We want to ensure that you have a great experience whilst working in the school, but we would just like to give some guidance for your own protection:

- We won't ask you to work in situations where you are alone with pupils. We will ask you to work in close proximity to staff (visible) or ask you to work with 2 or more pupils at any one time.
- We would discourage physical contact with pupils.
- Be friendly with the pupils but don't allow the pupils to become familiar.
- Always bring behavioural matters to the attention of the staff.

Emergency Evacuation

Please see the attached appendices for fire exits and assembly points. Note that a member of staff will show these to you. Emergency evacuation drills take place regularly. Please leave all your personal belongings in the school. Note that you should not look for children during a drill, members of staff have specific responsibilities around this.

First Aid

All staff on site have to date first aid training. If you need assistance or a child does, then please locate a member of staff who can help you.

Note that we have a duty of care to inform parents of any injuries, so please ensure that you inform someone so that you can help them to complete any necessary forms.

Health and Safety

- 1) Don't try to move or lift heavy items single-handed.
- 2) Don't climb up or balance on surfaces.
- 3) Take care with tools, e.g., put ladders away.
- 4) Wipe up all spillages, e.g. water, food, sand.
- 5) Dispose carefully of any item you consider to be a risk, e.g., broken glass, crockery.

If you notice any Health and Safety issues during your time with us, please report them to Mrs Orridge immediately.

Refreshments

Tea and coffee is available from the staff room or from the kitchen/baking room. Please take great care with hot drinks when pupils are about! Please note that it is school policy to only have drinks in sealed cups (e.g. travel cups) – this is so that children are not accidentally burnt. Note that there are plenty in the staff room.

School meals

Please note that a school meal will be available for a small charge. Please speak to the office if you need to order a lunch.

Smoking

There is a No-smoking policy in school. The school has a clean air award and anyone smoking on school premises either inside or out will be challenged. Please note that this extends to vapour e-cigarettes.

Completion Checklist

Note that a member of staff will run through these key areas of induction with you.

	<u>Item</u>	<u>Completed</u>	<u>By whom</u>	<u>Date</u>
1	Visitor signed in and assigned a visitor badge.			
2	Tour of the school.			
3	Emergency evacuation information shared.			
4	All key fire exits and assembly points identified.			
5	Safeguarding procedure shared.			
6	Confidentiality agreement signed.			
7	DBS check required Yes/No			