

As part of our stringent Safeguarding practices at Holland Junior School, all staff and volunteers are expected to raise any concerns with the class teacher, Deputy Headteacher or Headteacher in relation to:

- ◆ concerns about a particular child – it might be something they have said to you or something you have noticed about them.
- ◆ 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.
- ◆ 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.



Please make sure that if you are outside the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE or Games.



### Confidentiality

When you are in school you may overhear conversations about particular children and you may witness incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to the class teacher, the Deputy Head or the Headteacher.

If you are interested in volunteering to help in school please contact [info@holland.surrey.sch.uk](mailto:info@holland.surrey.sch.uk) or call the School Office on 01883-715801.

# Volunteers' Information



## Holland Junior School

Tel: 01883-715801

Holland Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Introduction

Welcome to Holland Junior School. We value and appreciate the support parents and others who volunteer give us. Many school activities would be at risk if it weren't for your help and our pupils benefit greatly from it.



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, that they are cared for appropriately and that 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.

The contents of this leaflet will be discussed with you prior to you helping in school and you may already have attended a Volunteers meeting to find out a bit more.

If you have any further questions, at any point during your time volunteering, please ask.

## DBS checks

Volunteers supporting us on a regular basis must now be Disclosure and Barring Service (DBS) checked – we are sure you can appreciate the need for this. We wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. 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 volunteer on a one off basis a DBS check may not be necessary.



## Safeguarding

All visitors to school must report to the office on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school so they can be identified, this includes parents, work experience students and agency staff etc. All visitors must sign in and out of school in the official school signing in book in Reception, indicating time of arrival, purpose of visit, and time of departure. We also ask you to read our safeguarding statement when signing in. We ask all visitors to turn mobile phones and other devices off whilst on the premises.

## Emergency Procedure

Please make sure that you are familiar with our Emergency procedures which are displayed in every room / work area. If the fire alarm should sound please leave the building by the nearest exit with any children who may be working with you. Once you are at the designated assembly point, please reunite the children with their class and report to Office staff.

## Working with our children

Volunteers can help with a variety of tasks, depending on your skills, which may include:

- ◆ Helping the teacher in the classroom, small group work or reading activities
- ◆ computer tasks, work in the library, helping to prepare resources / displays
- ◆ accompanying PE / Swimming classes off site, outdoor learning on the premises
- ◆ day trips, residential visits, supporting local schools sports events, swimming galas
- ◆ transporting children to sports events
- ◆ running or helping to run workshops/clubs/after school activities

Volunteers who are also Parents can help in their own child's class but sometimes this is not advisable as it may be distracting for a particular child. If you are working on an activity independently of the class teacher, please make sure:

- ◆ you are clear about what you are expected to do – if not, ask!
- ◆ Make sure that you feedback to the teacher and discuss any difficulties you may have had.



## Health Concerns

Please let us know if you have any health concerns / medication needs we should be aware of whilst you are on site.