



## Induction Information for Parent and Student Volunteers Working in our Schools.

Dear .....

Welcome to The Trinity Federation and thank you for volunteering your time at St. Mary's Bluecoat CE Primary School. We really appreciate all our volunteers and value the time and commitment given by them in our schools to support children in their learning whether it is in class, on the playground or at lunchtimes. We hope you find your time is an enjoyable, worthwhile and rewarding experience. If at anytime you have any concerns or questions, please ask a member of staff.

Carol Aston  
Head of School

You start volunteering on: .....

You will be working in: .....

### **Induction**

We have a large number of policies and procedures in school which are available to view on the school website or in school. The policies listed below are the most important ones you are required to read before starting. Our Head of School meets with all volunteers and students formally as part of our Safeguarding procedures prior to you working in school. In this conversation key policies will be outlined.

### **Arrival and Departure**

On arrival at school, please report to the office, sign in and wear your security identification badge. Sign out at the end of each day or when leaving the premises and hand your badge back.

Carol Aston  
HoS

## Important Information and Policies to Read Before You Start

### Child Protection

Mrs Gaskin is the designated lead for Child Protection. Mrs Triggs is deputy designated lead and, like Mrs Gaskin, works across the federation.

School based deputy designated leads is; Mrs Aston

If you have any concerns about a child or hear or see something that concerns you, please do not talk about it with anyone other than the staff above. We have to be careful in cases of child protection to handle any information in accordance with our Safeguarding Children Policy. Please ensure you do not put yourself in a position which could be misinterpreted. You should not be alone with pupils in a closed room and should not touch, pick up or carry children although in some circumstances some staff may need to implement special restraint techniques. If you see or hear of any incidences of alleged bullying please speak to a member of staff immediately so that it can be investigated.

### Confidentiality and Data Protection

It is important that you maintain confidentiality at all times. **Do not talk about individual children, parents or staff outside of school in conversation or on Social Media** (see separate policy).

We also have legal responsibilities under the General Data Protection Regulation. The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

**The use of memory sticks/external hard drives, cameras, mobiles phones to capture any images or copies of data is strictly prohibited.** Volunteers are not permitted to access or copy any files, images or personal, individual data which is held by the school either in digital or paper format. Volunteers are not permitted to gain access to computers unless under the supervision of school staff. Passwords will not be shared with volunteers. Volunteers are not permitted to use, open or send emails.

Everyone in the school has the responsibility of handling personal information in a safe and secure manner. Any breach of these expectations will result in the termination of the placement and if there is a breach of the GDPR then we have a duty to report this to the Information Commissioner's Office (ICO).

Any concerns about data protection and security should be reported to the Head of School in which you volunteer or the Executive Headteacher, Mrs Claire Gaskin.

### Social Media Policy (Mobile Phone Use/ Social Media Sites)

**The use of mobile phones by volunteers to text, call, email or take photographs whilst in school is strictly prohibited.** Volunteers are advised to turn mobiles off on arrival at school. If you are working in our EYFS unit you will be required to lock your phone away in the designated area. The EYFS leader will advise you and check this is done. Please read Use of Mobile Phones and Social Media Policy. **It is inappropriate to post comments about our school or any individuals that attend or work in our schools on any social media sites e.g. Facebook. We reserve the right to terminate the placement should any volunteer breach out policy.**

## Health and Safety

We **all** have responsibilities under the Health and Safety at Work Act (see notice by photocopier). If you see anything which could be a hazard e.g. spilt liquid, broken equipment, an upturned chair, report it immediately and make people nearby aware. A member of staff will then ensure that appropriate action is taken.

Doors and gates on the school site may have a security code; volunteers are not authorised to know or use the codes and do not have access to offices or classrooms without authority.

If you have an accident whilst on our premises, please report it to one of our trained first aiders (see list in office). They will ensure that any injury is treated appropriately and the accident book is completed. First aid is available in the main office. Please do not use the first aid kits without a named first aider present. Only a first aider should provide first aid to an injured child. If you are with an injured or hurt child please provide reassurance and seek help from a member of staff.

Please make yourself familiar with the school **fire procedure**, including being aware of fire exits positions. **Should the alarm sound please follow the directions of the class teacher, or if you are out of the class, please leave immediately by the nearest fire exit and make your way to the designated assembly point.** Do not return to the building until directed by a member of staff.

Our school is a non-smoking site - smoking is prohibited. The same rule applies to e-cigarettes.

## Professional Expectations

### **Dress Code**

Our schools are professional workplaces. All staff and volunteers are role models for children and as such we must present ourselves in a smart, professional manner. Casual sportswear, jeans and trainers are not appropriate unless a specific activity requires more casual wear. Please consider the appropriateness of any clothing which displays slogans. These are not generally not appropriate to wear in a school setting. As we actively discourage children to wear trainers for school then we ask that our volunteers only wear such footwear when an activity requires this. Regrettably volunteers arriving in inappropriate attire will be asked to return home to change. Piercings, other than earrings, should not be worn during work time.

On health and safety grounds staff should you be present during the teaching of PE, either indoor or out, in shoes. Trainers/pumps should be worn.

### Professional Conduct

Often our volunteers come from within our local community and know the children very well and may have their own children attending the school. Whilst at school, your role is a professional one and therefore requires professional conduct at all times. Swearing or use of inappropriate language, rude gestures, chewing gum or any behaviour deemed inappropriate by the Executive Headteacher or Leadership Team will result in the termination of the volunteer's time in school.

## The School Day

Please arrive at school and sign in at the office and wear your identity badge at all times. Then report to your class teacher or the person who is in charge of you.

## Breaks

Carol Aston  
HoS

Volunteers are welcome to tea and coffee supplied in the staff room.

### **Illness**

Please contact the office as soon as possible if you are unable to attend school for any reason as class teachers will need to adjust plans for the day.

### **Professional Courtesy**

We are sure you will treat pupils and adults alike, with courtesy and respect. As a volunteer, the sort of work you undertake will be varied. Please talk to the class teacher, or Head of School if there are some tasks you feel uncomfortable with or some aspect of work you would really like to try.

Thank you again for volunteering your time to help our school. I wish you an enjoyable and rewarding experience.

### **Volunteer/Student Induction Completion**

Name: .....

Contact No. ....

E-mail address:.....

I confirm that I have read and understood the information and policies outlined in this document. I understand and accept my responsibilities as an adult working in a school in The Trinity Federation.

I confirm that I will not share anything relating to my work in school on social media.

I confirm that I will only access school computers if I am supervised by school staff. I will not take any data away from the school either in hard copy or electronically.

I will not take photographs in the school.

If I am volunteering in EYFS I will leave my phone in the designated, safe place for the duration of my visit otherwise I will ensure my phone remains switched off.

Signed:.....Date:.....  
(Volunteer)

Signed:.....Date:.....  
Mrs Carol Aston - Head of School

*Please keep a copy of this information for your reference.*

*Note that a copy of this form is kept for our records.*

*Reviewed September 2020*