



The **GOLD** of Goldsworth:

*Growing together, Opportunities for all, Learning for life, Daring to dream*

## **Guidance & Protocol for Supply Staff and Volunteers in School**

We warmly welcome your support in School whether as a volunteer supporting an aspect of children's learning, assist with swimming or school trips or walking with the children to various events, or as a member of supply staff.

The following guidance is designed to support your role.

**Equal Opportunities** - Every pupil regardless of race, gender or ability has equal rights to staying safe from bullying and discrimination. Goldsworth Primary School is a very diverse School and we ensure that all children are given an equal opportunity to reach their full potential irrespective of differences in culture, ethnic background, disability or gender, enabling them to fulfil their potential. All volunteers are expected to adhere to this principle.

**Confidentiality** - Whilst you are working in School you may become aware of confidential information about our children. Confidentiality is vital to building trust between parents, staff and children. Confidentiality protects you, it protects the child and their family; it gives peace of mind to all parents and it also maintains the professionalism of the School. Please respect this.

***It is unacceptable to discuss anything relating to individual members of staff or children outside of School.***

**Fire/Emergency Procedures** - Please ensure you sign in and out when you come into School.

On hearing the fire alarm, please leave via the nearest fire exit together with any child/ren that you are working with and make your way to the junior playground, where the whole School assembles. Please join the teacher or member of staff you are working with.

**Lockdown Procedure** - During lockdown procedure, make your way to the nearest classroom, taking any child/ren with you.

**First Aid and Medical Conditions** - In any work with children, at School, you are expected to show a duty of care. However, ***you should not administer any medication.*** There are children in School with a range of allergies and medical conditions. In the case of an emergency, please seek the help of a member of staff ***immediately!*** Anaphylactic shock, allergic reactions and asthma attacks must be treated urgently.

**No Smoking Policy** - The School operates a no smoking policy throughout its site. If you take part in a School visit or a residential trip you are also requested not to smoke.

**Safety on School Trips** - All School trips will have had a risk assessment. It is therefore important that adults adhere to guidance given by teachers for the trips, support children in the activities they do and are vigilant at all times. Regular checking of correct number of children in the assigned group is essential. Please ask the teacher to identify any child who is in your group who may have special needs that require extra support.

**Supporting in Class** - The teacher will give you guidance for your role within the class.

The children will be expected to treat you as a member of staff. Please expect and accept only the highest standards of behaviour from them. If you experience any difficulties with behaviour, please speak to the class teacher.

**Swimming Guidance** - The class teacher will provide specific guidance on volunteering at swimming lessons and events.

## Guidance & Protocol for Volunteers in School Continued

### As a School we agree to:

- Explain your tasks carefully so that you are clear about what we would like you to do with the children
- Treat you with the highest respect and care
- Share relevant information you should know about the children you are working with to keep them safe
- Treat anything you tell us with confidentiality
- We agree not to ask you to:
  - Carry out a task that you feel unprepared to complete

### You agree to:

- Inform the teacher or Headteacher if you observe anything that concerns you about the welfare of a child
- Treat any information that you are told or observe during your time in School with **total** confidentiality
- Treat all children with respect and show a duty of care
- Respect and follow the guidance of members of staff at all times unless it gives rise to an immediate safety / safeguarding concern
- Inform the teacher or member of staff responsible if you see any inappropriate behaviour and not deal with that behaviour yourself, unless you have been asked to do so.
- As a volunteer, inform the School if you are unable to come into School for any reason as soon as possible after the office opens (8am)
- As a member of supply staff, please inform your agency as well as school as soon as possible

### You agree NOT to:

- Look at or compare children's work or records
- Share any information learnt about a child or member of staff with anyone outside the School staff team
- Take any photos of children **without** the expressed agreement of the class teacher and under no circumstances publish or share them on social media or in any electronic or printed form
- Have your mobile phone turned on or use it in any way while in School (if you need someone to contact you in case of an emergency then please give them the School telephone number 01483 771 321 and select the school office/general enquiries option).
- Question children in any way about any aspect of their actions, appearance or behaviour
- Act in a way that breaches our 'Code of Conduct' (please refer to the Code of Conduct)