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## St Peter's CE Primary School

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Headteacher: Mrs Jeanette A. G. Millward MA(Ed)

# Volunteer's Handbook

*St Peter's C of E school promotes Christian values and fosters an environment of spirituality, creativity and respect where everyone is valued and each child can achieve their full potential.*

Thank you for volunteering to work in our school. We value our volunteers and we hope that your time with us will be an enjoyable experience. This handbook has been developed to support you and give you guidance. Please let us know if you feel we have missed out any important information.

As a volunteer in our school there are certain procedures, protocols and policies which are important for you to know about. It is important that you take time to read this leaflet and understand these procedures.

Please remember if you have any concerns you should always speak to a member of staff.

Your first point of contact is the classteacher you work with, then the school office and then Mrs Millward.

**Please make sure that you sign in every time you come into school, pick up a badge and wear it.**

**Please acquaint yourself with fire procedures for the room you are in by finding the Fire information and exit signs.**

## Safeguarding

As a volunteer you will be in regular contact with children and in an excellent position to get to know them well.

You will be able to develop trusting relationships, observe changes in behaviour, and sometimes may be chosen to share a young person's confidence or concerns.

Safeguarding is everyone's responsibility - we rely on all those working with children to take suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual, and emotional harm and neglect.

Anyone working at St Peter's - whether paid or voluntary - is required to disclose all convictions, and checks will be made on anyone who has not already been vetted (DBS check).

### **How can you contribute?**

- Ensure that your behaviour is appropriate at all times
- Take immediate steps if abuse is alleged or suspected
- Remember to put the welfare of the child or young person first
- Never investigate concerns yourself.

**What should you do if you suspect a child or young person is being abused?**

- Tell the designated member of staff (Mrs Millward) or their deputy ( a classteacher) immediately.
- Record you concerns onto the Safeguarding Disclosure form, copies can be found in the staffroom in the Safeguarding File.

### **If a child or young person tells you they are being abused:**

- Allow them to speak without interruption and accept what they say
- Never agree to keep information confidential
- Tell them you will help and explain that you must pass the information on to the designated member of staff (Mrs Millward) or their deputy (any classteacher).

### **If you receive an allegation involving a member of staff, a carer or a volunteer, including yourself:**

- Immediately tell the Headteacher or Senior Manager
- Record what you have been told and give a copy to the Headteacher or manager

**All new staff and volunteers should have received safeguarding induction from the designated staff - make sure you get yours.**

### **Top Tip**

- Look out for any signs that cause you to be concerned about a child or young person
- Listen to what the child or young person has to say
- Always keep a record
- Act immediately.

## **Emergency Procedures**

### **What to do if you discover a Fire**

If there is a fire the fire alarm will be activated. If you discover a fire you should:

- Operate the nearest fire alarm call point.
- On hearing the alarm, the building must be evacuated from the nearest fire exit.
- Please assemble on the field next to the adventure playground.
- The Fire and Rescue service will be called by a member of staff.
- Registers will be taken at the assembly point and the visitor's book taken out to count all visitors.
- Advice will be taken from the Fire and Rescue services.

### **Warnings & Evacuation Procedures**

- If there is a fire you will be notified by a fire bell.
- As soon as you hear the bell, evacuate the building by the nearest safe route.
- Close all doors behind you.
- Do not return to it to collect your belongings.
- Go to the assembly point and wait to be registered.
- Remain at your assembly point until you receive further instructions.
- Do not re-enter the building until you are told it is safe to do so.

**There are separate procedures for bombs, suspicious packages, intruders and gas leaks. Please follow the guidance of a member of staff in these incidences.**

### **Accident and Incident Reporting and investigation**

- All accidents, or sudden illness occurring during normal working hours must be reported to reception where staff can take appropriate action. Incidents occurring outside normal working hours must be reported to the senior member of staff.

### **First Aid**

- Can only be administered by a qualified First Aider (nearly every member of staff is trained).

### **Premises safety**

- If you identify any potential hazard or hazard please report to the headteacher.
- Hot Drinks should not be carried around the school when children are present.

### **Security**

- All exterior doors should remain locked when pupils are in school and opened by the classteacher if required in an emergency.

### **Supervision of pupils**

- No pupil should be left unsupervised.
- Volunteers must not be alone with individual children

## **Positive Behaviour Policy**

The underlying rationale of our school behaviour management policy is that good behaviour should be recognised and rewarded and that negative behaviours be discouraged and changed for better through the fair and systematic application of our behaviour policy. When children fulfil our expectations we need to let them know. It is essential that we recognise the good behaviour of the majority. For this reason more emphasis is placed on rewarding positive behaviour than punishing unacceptable behaviour. School should be a positive environment – there should be more praise than correction.

### **Positive Reward Systems**

Class teachers chose how to encourage children in their class to behave appropriately by using positive praise and systems which reinforce expectation of good behaviour eg. gems in a jar, reward charts, class rules frog hops. All staff promote positive self-esteem through their behaviour management and by carefully balancing rewards and sanctions. Volunteers should follow these systems when appropriate.

### **Team Points**

Here at St Peter's we feel that it is important to foster working together for the common good so we have a simple team point system. Volunteers may award Team Points for positive behaviour and acting in a way that positively goes beyond what is expected.

The school is divided into four teams:

Sparrowhawks

Red Kites

Kestrels

Buzzards

### **Recording and Reporting of Inappropriate Behaviours**

Class teachers keep a record of major behaviour incidents in their class pastoral book. Incidents outside will be dealt with by those staff who are outside except for major inappropriate behaviour incidents where the child will be sent in to the staffroom. Staff outside should appraise the child's class teacher of the incident as soon as possible after the event. Volunteers must report any incidents of poor behaviour to the classteacher.

### **Confidentiality**

We expect our volunteers to abide by the same code of confidentiality as teachers. Anything you hear or see in school is confidential and should not be discussed outside school.

### **Insurance**

All volunteers are insured for the same activities as the teachers. The policy is available for you to look at in the office.

### **What work should I not undertake?**

You should not be given any activity which is not safe for you to undertake. If you are given a task to do and are having difficulties, whatever the reason, speak to your classteacher.

### **What if I am not happy?**

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but in the meantime please tell us!

**Thank you for offering to help at St Peter's – your support is much appreciated.**