LADY JOANNA THORNHILL (ENDOWED) PRIMARY SCHOOL

VOLUNTEER GUIDELINES

Headteacher: Mrs R Foster
School contact details:
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Aims

The role of the Volunteer is one that our school values greatly and so these guidelines have been written to provide some practical suggestions to enable your time at Lady Joanna Thornhill to be effective and supportive.

Signing In

Each visit please make sure you sign in at Reception on the InVentry visitor management system screen and place your ID badge label **in** the wallet on a lanyard. This must be worn whilst you are at school. This enables us to keep track of everyone on school site, and the badge lets everyone know that you have permission to be in school and in what capacity. Upon exit, please hand the badge label to the receptionist who will make arrangements to shred it.

Dress & Behaviour

As you come into school you will be seen by the children as part of the staff and should behave accordingly. It is important that you are a good role model for the children and should treat them and speak to them with respect.

Smart but casual clothing should be worn - bearing in mind that sometimes activities in class can be messy!

You may bring drinks into school, but these must be dispensed into a covered cup.

Your Role

What are my responsibilities?

It is important to realise that the class teacher has the responsibility for the education of the children in his or her class and will ensure that appropriate programmes are planned, followed and monitored. You are asked to work under the guidance of the class teacher. Mainly you will be asked to work with children within the class context. Occasionally you may be asked to work with individuals or with one or more children but under the direct supervision of the class teacher or teaching assistant.

What are the ground rules?

You need to know what authority you have when working in the classroom. It will be easier for you to support the children if you understand the workings of the class and the teacher.

Here are some suggestions of how to determine ground rules:

a) How do I work with the other pupils?

Even though you may be responsible for one or two pupils, or a group of pupils, the other children will notice your presence and be curious. As far as possible, treat all pupils in the class in generally the same way, giving help to them as well as to your pupils, if they ask for it.

b) Can I give pupils permission? (e.g. when a child asks to go to the toilet)

Discuss any such scenarios with the class teacher so that you know what to do.

c) Where shall I sit in the classroom? (e.g. when is it appropriate for me to sit by the pupil? when should I stay at a distance?)

This will depend on the particular activity (and Government guidance), sometimes you may need to give individual support at other times you may need to withdraw and allow the pupil some independence. If you have any doubts make sure you speak to the class teacher or teaching assistant.

d) What shall I do if I see some misbehaviour?

There are bound to be occasions when you see things going on of which the teacher is unaware. You need to negotiate with the class teacher how you should react to such situations. In most cases it will be appropriate to refer the situation to the class teacher or the teaching assistant rather than deal with it yourself.

Poor behaviour should never be tolerated, whether in the classroom or around school; it should be dealt with promptly by referring to a teacher or teaching assistant.

In promoting good behaviour it is essential that you are a good role model and treat the children in a respectful manner.

e) What is the best use of my time?

The teacher and teaching assistant will help you organise your time at school. You need to agree a timetable which will use your support to best effect; to agree with the teacher when your presence is needed and when it might be more useful for you to be preparing materials etc.

f) Can I mark books?

No – whilst you are an invaluable member of the team you will not be asked to mark children's work. The only exception may be if you hear children read, in which case it must be remembered that any comments written are seen by several audiences so it is important to discuss with the class teacher what kinds of comments are appropriate.

Keeping Confidences

Being part of a team means learning a great deal about individual children, whether in the classroom or the staff room. You may hear and be part of conversations about our pupils some of whose parents may be known to you. It is important to be professional and respect this confidential information.

Fire Procedures

In the case of an emergency you will hear the bell ring continuously. You should make your way quietly and without running onto the school field. On the whole this will be under the guidance of the class teacher. Children need to line up silently with their class and the register will be taken by the class teacher. A member of the office staff will check that all adults who have signed in with the InVentry visitor managements system in reception, are present.

Child Protection

We share a common responsibility to keep our children safe. The Children's Act 1989 states that the welfare of the child is paramount. We therefore have a responsibility to provide a learning environment and ethos where all children feel safe, secure, valued and respected. All staff in the school including non-teaching staff and volunteer helpers should be aware of the signs and symptoms of abuse. These are listed in the document 'Keeping Children Safe In Education (Part 1) and can be accessed via the following link:- KCSIE Part One An updated version of this can be found on the staff notice board.

Any concerns about a particular child should be reported to Mrs Rachael Foster, Headteacher, our designated safeguarding lead; in her absence Ms Kristen Weiss or Mrs Janey Read will deputise. It is important to remember that any issues are strictly confidential and must not be discussed with anybody other than your class teacher and the Headteacher.

E Safety

Access to the internet is a necessary tool for all staff but it should be noted that the use of a computer without permission, or for a purpose not agreed by the school, could constitute a criminal offence under the Computer Misuse Act 1990. Some material available via the internet is unsuitable for pupils. The school will supervise pupils at all times and take all reasonable precautions to ensure that users access only appropriate material. To minimise the risk of children gaining access to inappropriate material the school has chosen an internet provider that filters information.

Concerns of internet misuse must be reported immediately to the Headteacher. Please read the school's 'Online Safety Policy' for further information and sign the school's 'ICT Acceptable Use Policy' regarding computer and mobile phone use.

Questions or Concerns

It is hoped that this handbook has given some practical advice and reassurance to help you to be clear about your roles and responsibilities. If you have any questions about your work within school, please make sure you ask the class teacher, SENCO, office staff or the Headteacher.

For Office Use Only

Class that you will be working with: _____

Class teacher: _____

Teaching Assistant(s): _____

_____

Lady Joanna Thornhill (Endowed) Primary School

Learning for the Head, Heart and Hand.

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

□ I have received a copy of and read the School's Volunteer Handbook.

□ I agree to the terms and conditions outlined in this agreement.

□ I agree to support the School's Aims.

□ I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential.**

□ I understand that an enhanced Criminal (DBS) check will be undertaken.

□ I have been made aware of my designated supervisor e.g. Class Teacher, Year Teacher, Phase leader, Subject Leader.

□ I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving and I will sign out.

□ I will only use the designated staff/adult toilets.

□ I will ensure my mobile phone is switched off in school and I agree not to take photographs, or videos using my own equipment, or mention the school or any aspect of my volunteering role on social networking sites or elsewhere.

□ I have read Keeping Children Safe In Education Part One and Annexe B (KCSIE) and the School's Child Protection and Behaviour policies. I have been briefed on the Health and Safety and Whistleblowing policies and will adhere to these policies and guidance.

□ I will undertake the Safeguarding and Child Protection Essentials training online and will provide the school office with the certificate once completed.

Offsite Visits

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read and return this agreement signed and dated.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

* To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip.

* To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.

* To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!

* To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip. Volunteers must stay with their group.

* To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.

- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest. Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip.

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.

- Volunteer helpers are not permitted to take photographs or videos of pupils using their own equipment.

- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

- Volunteers must not leave the group during the trip.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

You are expected to inform a member of staff as soon as possible if an emergency arises **Emergencies**.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Please confirm that:

□ I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

□ I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____ Date: _____

Name: _____

Acceptable use agreement (volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) • Use them in any way that could harm the school's reputation • Access social networking sites or chat rooms • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software, or connect unauthorised hardware or devices to the school's network • Share my password with others or log in to the school's network using someone else's details • Take photographs of pupils without checking with teachers first • Share confidential information about the school, its pupils or staff, or other members of the community • Access, modify or share data I'm not authorised to access, modify or share • Promote private businesses, unless that business is directly related to the school	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	**Date:**

Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Lady Joanna Thornhill Primary School

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the Lady Joanna Thornhill Primary community are fully aware of the boundaries and requirements when using the school's Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the Lady Joanna Thornhill Primary community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. Lady Joanna Thornhill Primary provides Wi-Fi for the school community and allows access for **education use only.**

2. I am aware that Lady Joanna Thornhill Primary will not be liable for any damages or claims of any kind arising from the use of the wireless service. Lady Joanna Thornhill Primary takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within school premises that is not the property of Lady Joanna Thornhill Primary.

3. The use of technology falls under Lady Joanna Thornhill Primary Acceptable Use of Technology Policy (AUP), online safety policy and Code of Conduct which all learners/staff/visitors and volunteers must agree to and comply with these.

4. Lady Joanna Thornhill Primary reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.

5. Lady Joanna Thornhill Primary owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

6. I will take all practical steps necessary to make sure that any equipment connected to Lady Joanna Thornhill Primary service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. Lady Joanna Thornhill Primary's wireless service is not secure, and cannot guarantee the safety of traffic across it. Use of the Lady Joanna Thornhill Primary wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.

8. Lady Joanna Thornhill Primary accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold Lady Joanna Thornhill Primary harmless from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

10. I will not attempt to bypass any of the Lady Joanna Thornhill Primary security and filtering systems or download any unauthorised software or applications.

11. My use of Lady Joanna Thornhill Primary Wi-Fi will be safe and responsible and will always be in accordance with Lady Joanna Thornhill Primary AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring Lady Joanna Thornhill Primary into disrepute.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead, Mr Rachael Foster.

15. I understand that my use of Lady Joanna Thornhill Primary Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If Lady Joanna Thornhill Primary suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Lady Joanna Thornhill Primary Wi-Fi acceptable Use Policy.

Name ……...

Signed: ……Date (DDMMYY)……

NB: ALL POLICIES MENTIONED IN THIS POLICY CAN EITHER BE FOUND AT https://www.ladyj.kent.sch.uk/policies/ OR ARE AVAILABLE BY CONTACTING THE SCHOOL OFFICE office@ladyj.kent.sch.uk TEL: 01233 812781.

LADY JOANNA THORNHILL (ENDOWED) PRIMARY SCHOOL

Bridge St, Wye, Ashford, Kent TN25 5EA
Tel: 01233 812781 email: office@ladyj.kent.sch.uk

Aim High - Staff Safe - Be Respectful

Learning for the Head, Heart and Hand

VOLUNTEER APPLICATION FORM

Applicant Name:

Thank you for being a partner in our school community! Parents, carers and families are recognized as having a vital role to play in helping their children and young people to achieve the best outcomes from their learning and school experiences and the involvement of parents in a child's education has a lasting impact on their long-term achievements.

Current KCC Safeguarding Children procedures require that schools make specific identity checks on any individual who has frequent contact with children. These include an Enhanced DBS Check, along with taking up references and an identity check. (A list of the kind of identity documents needed is provided at the end of this application form).

DCSF definition of volunteer: Someone who isn't receiving REMUNERATION would be considered to be a VOLUNTEER and this is a person who performs any activity which involves spending time, unpaid (except for traveling and other approved out-of-pocket expenses) doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

We use an on-line system via Employment Check for our Disclosure and Barring Service (DBS) and checks may take about 10-15 minutes to complete. An email with a link to the system will aim be sent to your mailbox directly from Employment Check for you to complete within 7 days of the submission of this Volunteer Pack. You will be required to provide the last 5 years' address history (including post codes) and documentational

evidence of residency at those addresses.

Once the online application has been submitted, Mrs Swan, our Disclosure Liaison Officer will contact you to arrange a mutually convenient meeting to complete the DBS application process. You will need to bring the relevant original documentation to the meeting along with the proof of address for historic residences.

If you already have an Enhanced DBS certificate working with children and have subscribed to the update service, we will need sight of the original relevant certificate, photographic proof of ID e.g. passport or driving licence and your birth certificate.

If you have lived outside of the UK within the last 10 years, you may be asked to provide a criminal record check for the country of residence.

Please ensure that you complete **ALL** sections.

Title and Last Name/Family Name:	
Previous Last Name:	
First Names:	

Home Address	Address for communications (if different)

Telephone Number Home:		Alternative Telephone Number:	

May we contact you here? **Yes** **No**

Date of birth: (required to meet Department for Education & Skills Safeguarding Children and Safe Recruitment guidelines)	Email Address:

Reason for Application

Please give details of any experience or skills which you feel will be helpful as a school volunteer

National Insurance Number

(You can obtain this information from the Department of Social Security)

Work Permit

Do you need a work permit to be employed in the UK? Yes No

The school is required to produce documentary evidence of your National Insurance number and to keep a copy of your passport or you will need to supply a NI document and full UK Birth Certificate. You will be asked to provide proof of a work permit if you are not a British National/Citizen.

Referees

Give details of two people to whom you are not related and can be requested to provide a reference. These persons should have known you for several years and should not be 'acquaintances' or parents/carers known due children having the occasional 'play date'. They must be able to vouch for your integrity and suitability to work with children.

Reference 1		**Reference 2**	
Name including title:	Mr/Miss/Mrs/Ms/Other	Name including title:	Mr/Miss/Mrs/Ms/Other
Relationship to you		Relationship to you:	
Full Address: (including Post Code)		**Full Address:** (including Post Code)	
Tel. No:		Tel. No:	
Email Address:		Email Address:	

Criminal Offences

The post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974, therefore you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to KCC's satisfaction. We would also ask that you make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning? (Circle as appropriate) **Yes No**

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

☐ **I have read and understood the "Volunteer Guidelines Booklet"**

☐ **I have read and understood and agree to comply with the Acceptable Use of Technology for Visitors and Volunteers and Acceptable Use of Wifi Policies**

☐ **I have read the Health and Safety Policy (available via the school's website 'Policies' page)**

I understand that once all the safeguarding checks have been completed, that an induction/safeguarding meeting with a member of the Senior Leadership Team must be held, ***prior to the commencement of duties.***

I understand that any voluntary position, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been willfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed: _____ Date: _____

Protecting your personal information

KCC retains on file information from this form and any attached documents. This is required for Safeguarding Children purposes. All information will be dealt with in accordance with the data protection legislation.

Enhanced DBS documentation required area:

One document from Group 1 below and two further documents from Group 1, 2a or 2b;
One of which must be dated within the last 3 months and verifies your current address.

ID Verification: Group 1

- ☐ Any valid Passport
- ☐ e-Visa
- ☐ Biometric residence permit
- ☐ Application Registration Card (ARC)
- ☐ Current driving licence photocard (full or provisional) issued by UK, Isle of Man and Channel Islands
- ☐ Birth certificate – issued within 12 months of birth
- ☐ Adoption certificate UK and Channel Islands

ID Verification: Group 2a

- ☐ Non UK current driving licence photocard – (full or Provisional)- excluding Isle of Man and Channel Islands
- ☐ Current driving licence (full or provisional) – paper version (if issued before March 2000)
- ☐ Birth certificate – issued more than 12 months after time of birth
- ☐ Marriage/civil partnership certificate – UK and Channel Islands
- ☐ Immigration document, visa or work permit. Valid For roles whereby the applicant is living and working outside of the UK. Visa/perm must relate to the non-UK country in which the role is based
- ☐ HM Forces ID card or HM Armed Forces Veteran Card UK

  Firearms licence – UK, Isle of Man and Channel Islands

ID Verification: Group 2b

- ☐ Mortgage statement – issued in the last 12 months
- ☐ Bank or building society statement – issued in last 3 Months. (UK and Channel Islands). – **A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if applicants cannot have hard copy bank statements posted to them**.
- ☐ Non UK Bank or building society statement – branch must be in the country where the applicant lives and works
- ☐ Bank or building society account **original** opening confirmation letter – UK Issued in last 3 months
- ☐ Credit card statement – issued in the last 3 months
- ☐ Financial statement, for example pension or Endowment – UK Issued in the last 12 months
- ☐ P45 or P60 statement – UK and Channel Islands **Original only**. Cannot be online document or printed From online account/PDF – issued in the last 12 months
- ☐ Council Tax statement – UK and Channel Islands – Issued in the last 12 months
- ☐ Letter of sponsorship from future UK employment provider – valid only for applicants residing outside of the UK at time of application – Must still be valid
- ☐ Utility bill – not mobile telephone bill. **Cannot be printed from an online account** – issued in last 3 months
- ☐ Benefit statement, for example Child Benefit, Pension UK – issued in last 12 months
- ☐ Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority – UK and Channel Islands. A letter confirming entitlement to Benefits, e.g. Personal Independence Payment (PIP), Free school meals, universal credit, asylum support etc. – issued in last 12 months
- ☐ HMRC self-assessment letters or tax demand letter – UK issued in last 12 months
- ☐ European Health Insurances Card (EHIC) or Global Health Insurance Card (GHIC) – UK must still be valid
- ☐ EEA National ID card – must still be valid
- ☐ Irish Passport Card – cannot be used with an Irish Passport – must still be valid
- ☐ Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. Must still be valid.
- ☐ Letter from headteacher, college principal, Apprenticeship provider – UK for 16 – 19 yr olds in full time education or on an apprenticeship – only used in exceptional circumstances if other docs cannot be provided