



## GUIDANCE FOR VOLUNTEERS AND WORK EXPERIENCE STUDENTS

Welcome to St. John Bosco RC Primary School and thank you for volunteering to help us in school. This induction pack is for all new volunteers and students and will help you settle in quickly. There may be other things that you need to know, so please just ask a member of staff who will help you or point you in the right direction. Our school values are so important to us and help us work together as a successful team.

### **Work Experience and Training Placements**

From time to time, the school offers work experience placements for adults in childcare and teacher training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency or place of study and a formal statement, together with the student's DBS check information, will be provided to school prior to commencement of the placement. This information will be held until the end of their placement. Whilst these measures are strictly adhered to, we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

St. John Bosco School aims to provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.

- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide a rich, stimulating curriculum that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study.
- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To provide a broad-based curriculum, including delivery of the National Curriculum.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.
- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds

## INFORMATION FOR VOLUNTEERS, STUDENTS AND WORK EXPERIENCE PLACEMENTS

### **Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school operates a stringent Child Protection Policy. Any welfare issues must be referred to a member of staff immediately. They will advise whether this needs to be referred to the Designated Persons, namely Mrs Peart, the Headteacher.

### **Dress Code**

The expected dress code is 'smart casual'. Students are asked specifically not to wear denim or trainers and female students are asked to avoid items of dress which are low necked, have very short skirts or are figure hugging. Students with long hair styles are asked to make sure that no hair makes contact with the children when working in a one to one situation.

### **Security arrangements**

Students/Volunteers are asked to use the main entrance and are shown how to sign in and out. They are asked to do this whenever they enter or leave the school.

### **Badges**

Students/Volunteers are asked to wear one of our in-house badges to identify them as a bona fide visitor.

### **Times**

Students are asked to be here at 8.30am and to work until 3.30pm. If they leave the school for the lunch break, they are asked to be back on duty at 12.55pm and sign out and in via the main office as above.

### **Absence through illness**

Students are asked to arrange for someone to ring the school and leave a message for the Headteacher, explaining their absence.

### **Breaks**

Students will have a morning break of 15 minutes (time is dependent on year group). Students must not play with the children, at break or lunch, unless specifically instructed by a member of staff. Students should bring a lunch or make arrangements to go home for their midday meal. Tea and coffee are available at both breaks.

### **Mobile phones**

Students/Volunteers are requested not to use their mobile phones whilst on placement, other than at break and lunch times. Bags and phones should be locked in a visitors locker which are located beside the staff room. Social media must NOT be used to refer to any activities within the school.

### **Confidentiality**

Information about children and their families is confidential and confidentiality should be adhered to at all times. Students/Volunteers are not allowed to take photographs of any children.

### **Working with the children**

Students/Volunteers will always work to the brief of the teacher. When you are working in school, you are always under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own. Whilst a student might be asked to accompany two children on a message, they are asked never to take one child anywhere. Students/Volunteers are not insured to take a group or a class away from the teacher's direct supervision. The children will be expected to treat students with respect. Generally, children will use the student's first name and Volunteers will be addressed as Mr, Mrs etc. Students/Volunteers will never be expected to deal with a naughty or rude child. These children should be sent back to the class teacher. During the placement, students will see the whole range of activities which go on in a primary school. The class teacher will direct them towards certain activities but there is always the opportunity for a student to offer some expertise. By the same token, if a student is being asked to do the same thing every day all day, they can negotiate with the teacher over a change of routine. Where the student is given a task, the teacher will expect them to work within the ethos of the school.

### **Positive Behaviour Management**

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour please tell one of our staff immediately who will deal with the child appropriately.

### **First Aid**

Our First Aiders are Miss Kelly, Miss Mills and Mrs Brettle. All staff have undergone basic first aid training. If a child hurts themselves please notify a member of staff immediately.

### **Emergencies**

#### **Fire**

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire a loud siren will be heard. All should assemble on the playground.

### **Policy documents**

Essential documents are available on the school website and from the school office. Please see Safeguarding and Child Protection Policies, Prevent Policy, Behaviour and Discipline Policy, Anti-Bullying Policy, Acceptable Internet and Data Use Policy, Adult volunteer Helpers Policy, Whistle Blowing Policy and Guidance for Visitors

### **Website information**

Our school web site [www.stjohnboscosunderland.org.uk](http://www.stjohnboscosunderland.org.uk) has a lot of useful information.

*We hope you have a very happy and fulfilled time at St. John Bosco RC Primary School. If you have any questions or are not sure about anything during the school day, then please don't hesitate to ask the office staff, the Headteacher or another member of staff, who will be happy to help you.*



## INDUCTION CHECKLIST FOR VOLUNTEERS/STUDENTS

<b>Name of Volunteer/Student:</b>		
<b>Date of Induction:</b>		
<b>Induction Completed By:</b>		
Induction Element	Completed ✓	Notes
Meet Headteacher/KS Leader for an introduction to the school		
Check DBS and identity on first visit <b>Reminder of duty to inform school should any circumstances change.</b>		
Disqualification under the Childcare Act 2006 (as applicable) <b>Guidance and duty to inform school should any circumstances change.</b>		
Show where sign in/out book is kept and adhered to		
Information shared regarding Child Protection and Designated Person		
Information shared regarding confidentiality and information-sharing protocols		
Meet member(s) of staff who you will be working with and be shown the tasks expected and where you will be working		
Tour of the school and facilities		
Emergency procedures, First Aiders and security procedures		
Use of personal mobiles, dress code and code of conduct		
Health and Safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Essential policy documents (in office or on website) to be read: Behaviour Policy Anti-Bullying Policy Health and Safety Policy Keeping Children Safe in Education Prevent Policy Safeguarding and Child Protection Policy Whistle Blowing Policy		

### Confirmation of Receipt of Induction Guidance

<b>Signed (Student/Volunteer):</b>	
<b>Date:</b>	