



Hallam Fields Junior School

**Information
for volunteers**



Information for Volunteers working in school.

We would like to thank you for offering to help at Hallam Fields. It is important to us that you are informed of some key information to help you whilst working in school and know the procedures to ensure that you and the children you are working with are safe at all times.

Please read through the enclosed information, if you need to discuss anything please make sure you speak to the member of staff you are working with or the headteacher.

You will find information about;

Fire escapes and routes

First aid, who to send a child to if they need first aid

What to do if you are concerned about a child

We would ask you to;

Please report any concerns about a child to their teacher or the headteacher or office staff before you leave

Not use your mobile phone around children, and under no circumstances take any photos whilst in school

Please ensure that you sign in whenever you come into school and out when you leave.

The office will issue you with a badge / label which you should wear at all times whilst in school.

In order to work in school you will have completed a DBS (Disclosure and Barring Service) check, and had your identification verified. The reason for this is to ensure children's safety at all times. Should any information change related to your DBS, including convictions you may receive please make Mr Brown (Headteacher) aware immediately. In his absence you should speak to Mrs Carr or Mrs Sibley (Assistant Headteachers).

Confidentiality

We ask that you respect the confidentiality of staff and pupils at our school by not discussing things you have seen and heard whilst volunteering, especially when sensitive information about pupils is involved.



Information for Volunteers working in school.

Where can I go to the toilet?

There are toilets in the main building on the top corridor just past the school office which you are welcome to use, please do not use the children's toilets.

Can I get a drink anywhere?

There is tea and coffee in the staffroom, along with cold filtered water. If you require a drink ask any member of staff to show you how to work the machine and where everything is stored. The staffroom is on the ground floor of the main building on the right once through the double doors.

Times of lessons

Lower school (years 3 and 4)

Lesson 1 9.00–10.20

Break 10.20-10.35

Lesson 2 10.35-12.00

Lunch 12.00-13.00

Lesson 3 13.00-15.05

Assembly 15.05-15.20

(Friday 14.55-15.20)

Year 3 leave at 3.25pm

Year 4 leave at 3.30pm

Upper School (year 5 and 6)

Lesson 1 9.00–10.35

Break 10.35-10.50

Lesson 2 10.50-12.00

Lunch 12.00-13.00

Lesson 3 13.00-15.05

Assembly 15.05-15.20

(Friday 14.55-15.20)

Year 6 leave at 3.25pm

Year 5 leave at 3.30pm

First Aid

At Hallam Fields Junior School all Teaching Assistants, Midday Supervisors and office staff are trained in first aid. In addition Mrs Thacker is trained to support Forest Schools work.

Should a child need first aid please send them to your year groups' teaching assistant, or another teaching assistant or office staff. Please **DO NOT** send them on their own, either send them with another child, or if more serious send for the member of staff to come to them.



CHILD PROTECTION AND SAFEGUARDING GUIDANCE FOR VOLUNTEERS

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse.

Whilst working with a child they may disclose something intentionally or unintentionally. You have a duty to report any disclosure immediately.

Abuse happens to children of all ages, from any social background or ethnic group. It usually involves a parent, another family member, or someone else caring for the child, but it could be anyone.

Hallam Fields Junior School fully recognises its responsibilities for child protection and safeguarding.

Our policy, which is reviewed and approved by the governing body annually, applies to all staff, governors and volunteers working in the school. A copy of this is available on our website or by asking the office for a printed copy.

As a volunteer working with children you have a duty to follow the policy and inform staff of any concerns. You may have concerns when working with children either through their behaviour or a child may disclose information to you which will cause concern. In the first instance these should be discussed with the class teacher. If you are not satisfied that they are taking action from your concerns then you should speak to the designated senior person for child protection and safeguarding, which is David Brown (Headteacher), or in his absence Sarah Carr or Sharon Sibley (Assistant headteachers) or Mr Hussain (Welfare Officer).

If a child discloses information to you, try to listen carefully, be supportive and try not to pass judgement, or ask questions. It is important that you don't promise anything which you can't keep e.g do not promise to keep what they tell you secret, instead reassure them that you will speak to someone who will try to help them, and that they have done the right thing in telling someone. Write everything said down as soon as possible after the discussion, and do not leave school without telling someone. If it is near the end of the day and you cannot talk to the class teacher, speak directly to the headteacher so that they can assess whether the child will be in danger if they leave school.

The Designated Safeguarding Lead is: Mr David Brown (Headteacher)

If he is not available please contact Deputy Designated Safeguarding Leads : Mrs Sarah Carr, Mrs Sharon Sibley (Assistant Headteachers) or Mr Hussain.

If anything worries you - report it straight away

You should also receive a copy of the Keeping Children Safe in Education (Part 1) document along with this handbook, if you don't please ask the office for a copy.

Fire Drill / Evacuation

The Alarm will be a continuous ringing on the electric alarm bell

The essence of the drill is that children shall move in quick, quiet, orderly fashion and shall know exactly what the procedure is. All teachers must ensure that:

- ✦ NO CHILDREN REMAIN IN CLASSROOMS OR TOILETS
- ✦ ALL DOORS ARE CLOSED
- ✦ REGISTERS ARE CARRIED

IMMEDIATELY the continuous alarm is heard the teacher will move off with his/her class.

Classes on the Upper Corridor

These classes leave by the main entrance, along the walkway, Lime class turning left and Rowan class turning right lining up along the fence.

Check registers. The teacher in Lime class is responsible for checking upstairs toilets.

Classes on the Lower Corridor

These classes leave by the rear entrance, turn sharp left and at the top of the steps proceed to the playground walking down the left handside. Check registers. The teacher in Beech class is responsible for checking downstairs toilets.

Year 3 and Year 4 Classroom Blocks

Each class to proceed independently to the playground. All classes to turn right and make their way to the playground using the right handside of the staircase. The teacher in Birch class to check year 4 toilets and the teacher in Oak class to check year 3 toilets.

Any support staff or visitors to leave building with group of children / member of staff they are with at the time.

Cedar Classroom

Any class / group working in Cedar classroom should walk down the left hand side of the staircase on to the playground.

N.B. IF, FOR ANY REASON, IT IS IMPOSSIBLE TO COMPLY WITH THE ABOVE PROCEDURE, STAFF AND VOLUNTEERS MUST USE THEIR OWN DISCRETION.

NO ONE TO RETURN INTO SCHOOL UNTIL PERMISSION IS GIVEN BY MR BROWN, MRS CARR or MRS SIBLEY.

***ONE MEMBER OF STAFF SHOULD BE AT FRONT OF THE YEAR GROUP AND ONE AT THE REAR WHERE POSSIBLE.
NO CLASS TO BE ALLOWED OUT ON THEIR OWN.***