



Fowlmere Primary School

Volunteer Induction Booklet

At Fowlmere Primary School we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

Fowlmere Primary School, The Butts,
Fowlmere, Royston, SG8 7SL
www.fowlmere.cambs.sch.uk

Executive Headteacher: Mrs Janet Muir

Welcome to Fowlmere Primary School and thank you for volunteering to help us in school. Volunteer helpers are an important part of children's education. Whether you are listening to readers, helping with practical activities, assisting on school trips, running a club or undertaking work experience, the contribution you make broadens and improves the opportunities for the children in our school.

This induction pack is for all new volunteers 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.

At Fowlmere Primary School, we have worked with pupils, parents, staff and governors to develop **five fundamental core values** which underpin our work. We are committed to encouraging, developing and celebrating these core values in all our pupils, staff and governors.

They mean that we expect our whole school community to:

Develop **care** for themselves and others; respect and value the differences and differing needs of themselves and others; and be motivated to do their best work.

Show **ambition** in the attitudes, dreams and aspirations of themselves and others; seek out challenges and hold high expectations; and be the very best that they can be.

Demonstrate a **determination** to succeed; overcome difficulties and persevere; and solve problems through being flexible, imaginative and self-motivated.

Use great **teamwork**, contributing as responsible citizens; empathise and work effectively with others; and nurture inclusive and supportive behaviour.

Have **confidence** in their own abilities and beliefs, being comfortable with themselves as a unique individual; take part and be open to new opportunities and experiences; and take pride in their work and their achievements.

Prior to volunteering with us in the school, all volunteer/parent helpers must:

- Have an enhanced Disclosure and Barring Service clearance (DBS check).
- Attend an induction meeting with the class teacher and/or member of the schools Senior Leadership Team.
- Sign our volunteer's induction agreement as an acceptance and to confirm understanding of the agreement.

Information

1. 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. On application to be a volunteer helper, you will be asked to complete a DBS (Disclosure and Barring Service) check. To support your DBS application, you will need to provide us with proof of your identity to accompany your application (i.e. passport, driving licence and utility bill). After receiving your DBS information and verifying your ID, we will submit an online application. Each check can take up to two weeks to clear.

If you observe or hear something which may indicate that a child is being mis-treated within school or outside school, it is your duty to report this immediately to the class teacher or Safeguarding Lead, Janet Muir.

Information about Child Protection, Safeguarding and Whistleblowing can be found on our website <https://www.fowlmere.cambs.sch.uk/> or in the school office.

2. Arranging your visit

The date and times of your visits should be arranged in advance with a member of staff, usually the class teacher or a member of the school's leadership team. If you are

ever unable to help as arranged, please ring or email the school to let us know as soon as possible. We know that some volunteers can only help on an occasional basis, all help is very much appreciated. Unfortunately, we are unable to accept any offers of help in school if it would mean a preschool child would also need to attend.

3. Your role in school

You will usually be operating under the direction of the class teacher and that person will be your first point of contact for information and advice. The activity taking place will be the responsibility of the class teacher. The relationship between you and the teacher is extremely important and should be based on mutual respect. The teacher is the professional and they will have made decisions about what is appropriate for the children. Your role is to support the teacher in the interests of the children.

4. What is not permitted

- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices on the school site.
- Volunteer helpers are not permitted to take photographs of children.

- Volunteer helpers are not allowed to give/buy their group treats, e.g. ice-creams, sweets (some children have food allergies).
- Volunteer helpers should not use their mobile phones whilst supervising children.
- Volunteers are expected to promote and follow the schools policies and codes of conduct at all times.

5. Signing In

Please make sure you sign in at reception and wear a visitor's badge so people know you are a visitor or volunteer. You should ensure you sign out when you depart.

6. Working in our school

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.

7. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all our children. Volunteers should take a kind, yet firm, line with pupils. They must never chastise a pupil physically and always refer a child to a member of staff if the child is behaving badly and failing to cooperate. Volunteers are expected to follow the school's behaviour policy and actively promote positive behaviour.

8. First Aid

If any child you are working with should sustain an injury, please inform the class teacher immediately. Please do not treat an injured child yourself. Most of the staff are first aid qualified and there are lists of first aiders displayed around the school.

9. Emergencies - Fire

Please familiarise yourself with the fire policy and fire safety notices around the school. All fire exits are clearly labelled. If a fire or another emergency situation occurs, immediately activate the fire alarm and proceed with the evacuation. Exit the building, with the children you are supervising, via the closest emergency exit and proceed safely and quickly to the assembly point on the Butts. Do not re-enter the building until instructed to do otherwise.

10. Refreshments

All visitors to the school are welcome to use the staffroom, please help yourself to tea and coffee. We would ask you to consider the safety aspect of children near hot drinks and ensure that these are not taken into the classroom or working areas.

11. Confidentiality

It is very important that anyone working in the school is aware of the necessity for total confidentiality regarding any information learned about any individual – child or

adult. Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood. It is therefore important to treat anything you hear or see in school, as being in absolute confidence and entirely a matter within the school. Questions from parents should always be referred to the class teacher or Headteacher.

12. Code of Conduct

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts.

Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes in staff only areas. There is a lock-box in the school office for phone storage during the day if you haven't anywhere secure to store it.

Mobile Phones are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

Anyone behaving in an improper manner or found to be under the influence of alcohol or drugs will be asked to leave the site.

13. Policy Documents

Essential documents are available on the school website and from the school office. Please review the following:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education
- Behaviour Policy
- Whistle Blowing Policy
- Health and Safety Policy
- Fire Procedures
- Mobile Phone & Smart Device Use Policy

14. School Website

You are invited to look at our school website,
<https://www.fowlmere.cambs.sch.uk/> where you will find
a lot of useful information.

The School Day

8.35am School doors open

8:45am Registration

8:50am Curriculum

10.45am BREAK

11.00am Curriculum

12.00pm LUNCH

1.00pm Registration

1.05pm Curriculum

3.15pm End of school day

We hope you have a very happy and fulfilled time at
Fowlmere Primary School. If you have any questions or are
not sure about anything during the school day, then please
ask a member of staff, who will be happy to help you.

VOLUNTEER AGREEMENT AND INDUCTION CHECKLIST

Volunteer Full Name

Contact Number.....

E Mail.....

Start Date.....

Induction Date.....

DBS number Date.....

Induction subjects covered:

Identification/DBS checks ☐

Code of Conduct ☐

Health and Safety ☐

Fire Procedures ☐

Positive Behaviour ☐

Signing in and out ☐

Confidentiality ☐

Safeguarding ☐

First Aid and Accidents ☐

Mobile Phone Use ☐

Volunteer Agreement

I understand that this booklet forms part of the school's induction process and confirm that any specific issues relating to my work have been discussed prior to starting.

☐

I have received and read a copy of the Volunteer's Induction Booklet ☐

I agree to support the school's aims and core values ☐

I agree to treat information I learn from being a volunteer in school as confidential. ☐

I understand that any breach of these guidelines will result in my voluntary work being terminated ☐

Signed:.....

Date:

Induction given by:

Position:.....

Date: