HEALTH & SAFETY INDUCTION PROGRAMME for VOLUNTEERS

Volunteers make a significant contribution to the overall life of the School and their role is greatly valued.

Why do we encourage volunteers to help in School?

- The School is a community and we want to actively engage with the various stakeholders that make up this community ie. parents, governors, church members, village residents and others.
- We need your help, expertise and skills to provide additional support to the staff and to the children in a diverse range of areas eg. art work, library, reading, needlework, gardening etc.
- The role of the volunteer is usually very rewarding and great fun!

Why do we have an induction programme?

- To help all volunteers feel confident and comfortable to carry out their particular role in the school.
- To ensure that all volunteers are aware of the various responsibilities that form part of their role, with particular reference to health & safety matters.
- To raise awareness of the principles and practices that form part of key School policies ie. First Aid & Illness in School; Child Protection; Behaviour & Anti-bullying policy; and Confidentiality policy.
- To fulfil the County's Health & Safety requirements.

CONFIDENTIALITY

Working with children is a privilege.

In your volunteering role it is quite likely that you will see and hear things about individual children's strengths and achievements, weaknesses and needs. You may notice something about their behaviour, their relationship with other children or their engagement with their learning. Such observations may be incidental to your role eg. conversations between staff or conversations between staff and children or you may become aware of such matters through your direct involvement in working with a child or group of children.

Anything you hear or see in your volunteering role must be kept confidential. Please be aware that you are bound by the Data Protection Act 1998 and as a volunteer you must respect the pupils and staff entitlement to protection under this act.

Any matters of concern should be shared with the class teacher (or with the headteacher who is also the Designated Safeguarding Lead); it is their professional responsibility to take further action as they consider appropriate.

HEALTH AND SAFETY

Nothing is more important than safety. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment. If you have any suggestions that might help this process, please contact reception who will pass them to the Health and Safety Team.

FIRST AID

First Aiders:

- The School has 1 qualified 'First Aid at Work' First Aider who are: Charlotte Kay.
- All staff are School First Aid trained.
- The School has 3 Paediatric First Aid trained staff who are: Emily Webb, Neve Keane & Alex Walker

First aid kits:

- The School has **three** first aid kits. One in the school office, one in the school hall and one on the school playground.
- The School has **four** first aid kits which are allocated in each classroom.
- The school also has **three** travel first aid kits.

Records: All accidents requiring first aid treatment are to be recorded in a School Accident Book. Please ask at the School Office if you think you need to enter a record into this book.

CHILD PROTECTION

- Please see the separate handout when signing in entitled 'Child Protection Guidelines for all volunteers'.
- All volunteers, including Governors, must have completed a DBS check before being allowed to work with children in an unsupervised capacity.
- All volunteers must have read the up to date 'Child Protection Policy', 'Safeguarding Policy' and 'KCSiE Policy'.

GENERAL CONDUCT & EXPECTATIONS

Children's conduct

This is governed by the School Behaviour policy. In particular note the sections on: 'Promoting Positive Behaviour'. When working in a classroom please familiarise yourself with the strategies and systems that are being used.

Adults' conduct

- All adults in our school are expected to show courtesy and respect to each other at all times.
- Children will see you as a role model. Everything you say and everything you do will be noticed and picked up by the children. Consider carefully:
  - how you respond to challenges, difficulties & frustrations
  - how you respond to success and achievements
  - how you engage with other adults
  - how you engage with an individual child or groups of children.
- It is important that you remain positive and calm at all times. Make a point of praising children for good behaviour, for the effort they make and for their achievements; share this with the class teacher as appropriate. Shouting at a child is unacceptable at any time. Please refer any problems to the class teacher.
- If at any time you are asked to undertake a task which is unfamiliar to you, please ask for further clarification or explanation as appropriate.

  Good Housekeeping
- Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety throughout the School.
- We have a shared responsibility to be vigilant to hazards eg. trailing wires, spillages, sharp edges, protruding nails etc. If you see a potential hazard do something about it if it is reasonable for you to do so or report it to a member of staff as a matter of priority. We want to avoid the situation where someone trips over something injuring themselves and you say, 'I very nearly did that yesterday!'.
- In particular:
  - all corridors and passageways must be kept free from obstruction;
  - floors must be kept clean and dry, and free from slip and trip hazards;
  - emergency exits and fire doors must not be obstructed in any way;
  - equipment must not be used if it found to be defective in any way; defective equipment must be reported to the class teacher / headteacher and immediately taken out of use until repairs can be carried out;
  - private electrical equipment must not to be brought onto the premises or used unless its use is approved by the headteacher and it has been tested for electrical safety.

SCHOOL POLICIES

All school policies relating to this guide are readily accessible on our school website.

FIRE EVACUATION

Fire Evacuation Plan, Procedures & Responsibilities

YOUR RESPONSIBILITIES

As a matter of priority you should ensure that you know:

a) how to recognise the fire alarm

b) the location of the nearest alarm point

c) the nearest fire exit (and alternative fire exit(s) should the nearest exit be unsafe to use)

d) whether there are any special arrangements for the evacuation of people with additional needs.

If you are uncertain about any of the above you must ask the headteacher or the assistant headteacher or another member of staff immediately.

FIRE EVACUATION PLAN

1. On finding a fire sound the fire alarm at the nearest fire alarm call point.
2. On hearing the fire alarm the building must be evacuated without delay.
3. You should:

a) Instruct the group/class of children in your care to leave the building in a calm and orderly manner, using the nearest safe fire exit.

b) Close doors and windows on leaving where it is safe and reasonable to do so.

c) Escort the group/class of children to the assembly point (the playground boundary on the far side of the playground).

d) The teachers will take a roll call using the register provided by the Admin officer. They will confirm everyone is accounted for when asked to do so by the fire safety coordinator. You should report to the fire-safety co-ordinator to report that you are outside and safe.

e) Not re-enter the building under any circumstances

f) Continue to supervise your group/class maintaining calm order, until you are given explicit instructions by the fire safety co-ordinator that it is safe to re-enter the building.

OUR VISION AND VALUES

Show love in your hearts, Courage in your learning and Respect for each other.

Lockerley Church of England Primary School is built upon our three core values of Love, Courage and Respect.