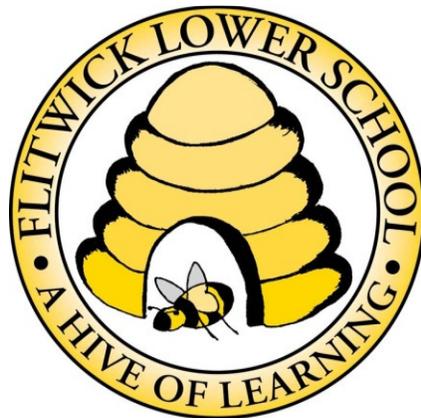


THE PROTECTION AND SAFEGUARDING OF CHILDREN

FLITWICK LOWER SCHOOL



INFORMATION FOR VISITORS AND VOLUNTEERS

DECEMBER 2016



What we believe

At Flitwick Lower School we believe that our school should be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This booklet sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible but are provided at the same time with the best possible security.

Our Aims

- To support pupils in their learning.
- To ensure that volunteer helpers/parents are welcomed and valued as members of the school community.

What are my responsibilities as a volunteer?

We would like to extend our thanks to all our parents/volunteer helpers. At Flitwick Lower School we value the help we receive from parents/volunteer helpers enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise. There are lots of things we need help with in school.

However we know that for parents/volunteer helpers to be happy and comfortable helping in school we need to share some important skills and information.

To enable this:

- All volunteers are accepted at the Headteacher's discretion. There may be a reason we cannot accept your offer of help but we may be unable to give you the details of why.
- For the children's safety we ensure that volunteers are known to the school or come through a reputable institution e.g. the local school or university.
- Flitwick Lower School's Recruiting and Selection Procedures specify that all volunteers who work with children are required to have a DBS clearance check. This to help ensure that all people who work with young children are not subject to any criminal investigation, caution or conviction which could put our children at risk of harm. DBS Forms are available from the School Office and the staff will help you complete the application form and advise you which documentation is necessary for you to present for the check to be complete. If you already have a DBS Form, please show this to the office staff so they can record the relevant details. **YOU MUST** inform the Head Teacher immediately if you become subject to any criminal investigation, caution or conviction.
- When volunteer helpers arrive in the school they must sign in at the school office. They will be given a visitor's sticker, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving and remove their sticker before they leave.
- All volunteers will meet with a member of the school's senior management team, who will explain relevant Health and Safety policies, including what to do in the case of a fire.
- No volunteer will ever be left with children unsupervised by a member of school staff. If this ever happens, report it to a senior member of staff.
- We also know that for staff and parents of other children to be confident about the role of the parent/volunteer helper you need to agree to a protocol about confidentiality and conduct, as do all staff who work in schools. We will ask you to sign this to indicate your agreement and a copy will be kept in school.
- Appropriate relationships with young people should be based on mutual trust and respect. Children are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. However you should be careful about touching or cuddling children. If you are working with a pupil on his/her own, ensure that the door is left open and that you are visible to others. Do not exchange emails, text messages, give out your own personal details or photograph children unless requested by the class teacher. Children learn some things very quickly from the actions, words and attitudes of the people around them: their role models. For example they pick up good manners from the adults at home and from the adults in school, they copy phrases they hear and behaviour they see. Therefore it is important that all our own behaviours in school are always those we want the children to copy.
- The teaching staff will also talk with you about the standard of learning they expect from the children so you can expect the same.
- **YOU MUST** let the teaching staff know of any inappropriate behaviour. If you let it go the children will learn that it is ok to behave less well for some people than others and that will make everyone's job harder and the child less likely to develop a sound moral code and sense of respect!
- However the teacher must always have the last word on what happens in a classroom.

What should I do if I am worried about a child?

We are all responsible for keeping children safe. If you see, hear or are told anything that causes concern or makes you worried about a child **YOU MUST** tell the class teacher or another member of school staff immediately, who if they feel it is appropriate, will pass the information onto the Designated Teacher for Child Protection – Mrs. Emee Pekszyk.

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an event as young people rarely lie about such matters.

- **Listen** to what is being said without displaying shock or disbelief: accept what is being said
- Allow the young person to speak freely
- **Reassure** the young person, but do not make promises that might not be possible to keep
- **Do not promise confidentiality** but explain to the young person that you have to tell their teacher or Head teacher in order that they can help him or her.
- **Do not interrogate** the young person **or ask leading questions.**
- **Reassure** the child that it is not their fault
- Stress that it was the right thing to tell
- **Listen** rather than ask direct questions
- Do not **criticise the alleged perpetrator**

Immediately record details of the disclosure, including where possible the exact words or phrases used by the young person. Give your recording to the Class Teacher to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the form.

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

Contacts:

Head Teacher:	Joanna New
Designated Teacher for child protection:	Emee Pekszyk
Governor with Safeguarding Responsibility:	Lydia Misson

Confidentiality

The most sensitive issue around parent helpers in school is confidentiality. Parents hand their children over to the school for the best part of every weekday trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows the protocols in the later document. This school is a very trusting school. It is essential we remain so.

There are other things as well as children's progress that need to be kept confidential. Some children have medical needs to which we have to attend, perhaps an allergy or a condition that affects their daily learning. Some families have complex circumstances which mean that a child must not join in some activities. Some children may be experiencing a traumatic time at home and their behaviour in school may be affected.

You may find that a friend's child gets in trouble, or you might see a friend's child being upset by another child. You may not be sure about what to do. You may be asked by a parent: "What is my child like in school?" Or even: "What is so and so like in school?" You may be asked by a parent to find out about such and such or see what this or that is like. You may even be asked what the staff are 'really' like. As part of our agreed confidentiality, we would ask you not to discuss any of this and refer any issues to the teacher.

Parents/volunteer helpers are welcome in our staffroom (during morning and afternoon break times). Should you hear any information pertaining to the children, this should be kept in strictest confidence.

The role of parent/volunteer helper in school

At Flitwick Lower School we aim to make learning as exciting as we can, so often lessons will be practical and that is when we need most help. However there are so many things that we need you to help with.

Some of these are listed below:

- Art/Craft work: cutting, sticking, sewing, folding, sawing, nailing, constructing, colour mixing, layering materials, practising techniques with paint or clay, constructing sculptures, learning batik skills, textile work etc.
- Practical maths and science lessons benefit from parent helper support. Children need reminding of the task, guiding with the next steps, questioning in the right way to make them think or just encouragement and reassurance. They also need to be regularly brought back to the learning objective. Children also need to learn to be independent so please do not 'do' things for the children. They need to learn for themselves.
- Small groups or individuals benefit greatly from one to one support. Having an adult to challenge the learning is very helpful. Being able to ask the children open questions is a great skill and gets the children thinking. Questions like: "I wonder what would happen if we put it the other way up?", "Why do you think it does that?", "Where has that answer come from?", "How do you know you are right?" and "How did you find that out?"
- An adult supporting a game can be very powerful, especially in terms of modelling vocabulary and social skills such as turn-taking.
- Listening to children read - this is a skill which has many levels and parents input can make a big difference to children's progress.
- Accompanying the children on educational visits enables the school to meet its legal requirements in terms of adult/pupil ratios.
- Helping to clear up is an essential part of learning too. We want all children to see clearing up as a natural part of the activity however you, as a helper, should never be the only one who clears everything away. That would give very negative messages to the children about your role and about their responsibilities.

Flitwick Lower School Parent/Volunteer Helper Protocol

THE SCHOOL

We will:

- Give you any skills needed to carry out or support tasks
- Explain the tasks/role
- Share the school Behaviour Policy (and any other relevant policies) with you
- Ensure that children learning with you behave well
- Treat you with respect and care; and ensure the children are expected to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality

We will never:

- Leave you with children unsupervised by a member of staff
- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

Signed:..... Date:

Name: Position:

THE PARENT/VOLUNTEER

Name.....

I will:

- Report any concerns I have regarding safeguarding children immediately
- Respect the school's Behaviour guidelines and Parent/Volunteer Helper Protocols and inform the teacher/senior staff of any inappropriate behaviour
- Model appropriate behaviours, attitudes and language at all times
- Treat all children equally, fairly and with respect
- Treat any information with total confidentiality
- Let staff know if I can't come in as this may affect the teacher's planning
- Respect and follow the guidance of the teacher at all times
- Understand the need for any safeguarding checks prior to working with children
- Respect the school's right to withdraw my ability to help without warning or a reason being given

I will never:

- Ignore concerns I have about safeguarding children
- Deal with behaviour issues myself
- Look at or compare any child's work books, records or staff notes
- Share any information or views about a child or member of staff with anyone outside the school staff or governors
- Speak ill of any child as a result of things I may have seen/heard in school

Signed: Date: