



## **Guidelines for new staff and volunteers into school**

We would like to welcome you to our school. This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Glapthorn C.E. Primary School. We hope your time with us is enjoyable. If you want to know anything, please ask a member of staff.

### **Information about us**

#### **Staff**

**Head Teacher:** Lou Coulthard

#### **Class Teachers:**

Robins (EYFS): Mrs Pip Sutterby and Miss Louise Gregory

Barn Owls (Year One and Two): Mrs Debbie Vickers

Nightingales (Year Three and Four): Mrs Juliet Edwards-Morris

Red Kites (Year Five and Six): Mr Tom Ormston

Administration: Mrs Joanna Sawyer

#### **Classroom Assistants:**

Robins: Mrs Linda Currall

Barn Owls: Miss Emma Hyne

Nightingales: Mrs Sue Hunt (also Level 3 Teaching Assistant leading intervention across school), Mrs Carline Palladino-Brown (Designated Hearing Support Worker)

Red Kites: Mrs Jill Hawkins

**Lunchtime Supervisors:** Mrs Julie Mayes, Mrs Alison Clarke and Miss Emma Hyne

**Cleaner in Charge:** Mrs Alison Clarke

#### **Safeguarding and Child Protection:**

A copy of the school's Child Protection and Safeguarding Policy is on display in the staff room and further copies can be obtained from the school office. No child should suffer harm of any form, either at home or at school. Everyone who works or visits our school has a responsibility to make sure that all our young people are safe. If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead who will act in the best interests of the young person.

Designated Safeguarding Leads: Mrs Lou Coulthard (Head) and Mr Glenn Fraser



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**MASH contact number** for safeguarding referrals and advice is 0300 126 1000 or NSPCC 0800 800 5000.

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

If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to one of the Designated Safeguarding Leads.

### **What should I do if a child discloses that she/he is being harmed?**

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the staff room and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record and leave contact information with the school. Do not leave the form with anyone other than a named Designated Safeguarding Lead.

### **What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Head Teacher.

### **What should I do if the alleged abuser is the Head Teacher?**

You should report such allegations to the Chair of Governors without delay.

### **How do I assure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect. Follow the Staff and Volunteer Code of Conduct at all times. As a visitor you may find yourself working closely with children sometimes on a one to one basis. Do not photograph pupils, unless requested to by the class teacher using school equipment only. Do not exchange emails or text messages, or give out your own personal details. Mobile phones should be kept switched off at all times if in the classroom/near children or stored in the staffroom or in the school office. At no point should you take photos of children in the school using your mobile phone or contact them outside school, e.g. through social media. Please help us to safeguard the children in our care by following these guidelines.

### **Security**

A DBS check means you are cleared to work with children and young people. We expect everyone over 18 who works or volunteers regularly in school to have a DBS (security) check, there is no cost for volunteer DBS check.



## **Guidelines for new staff and volunteers into school**

Consult a qualified teacher if:

- You are in doubt about injury, accident or occurrence of any sort.
- You are approached by a parent or adult about a child.
- An adult writes a letter to you directly linked to the school.

### **Behaviour**

The children generally behave very well in this school. Please report any misbehaviour or rudeness to the Class Teacher or Head Teacher. Team points for good behaviour and attitude to learning can be awarded by support staff and teachers. Class teachers can give out purple counters in line with the school's Behaviour Policy. Please report any incidents of misbehaviour to class teachers. We are a positive school and all staff are encouraged to use praise a lot throughout the school. Teachers are expected to take and collect children from the playground at playtimes and lunchtimes and ensure they walk calmly and sensibly to and from their classrooms. Children are expected to show respect to each other and to adults as they move around school, e.g. waiting at doorways.

### **General Information**

The morning session starts at 9.00a.m. Children have access to school from 8.45, when teachers are expected to be in their classrooms. The afternoon session starts at 1.15p.m. Playtimes are from 10.30a.m. to 10.45 a.m. and for Reception, Years One and Two, 2.15p.m. to 2.25p.m.

We all use first names to each other. All members of staff are known to the children by their surnames.

**REMEMBER: EVERYTHING YOU SEE OR HEAR IN SCHOOL IS CONFIDENTIAL INFORMATION AND SHOULD NOT BE DISCUSSED OUT OF SCHOOL.**

For volunteers:

Thank you for helping in our school. We are lucky to have so many people volunteering to help as it makes a big difference to the children and teachers. If you have any questions, please do not hesitate to ask. If you have any particular interests or skills, please let us know!