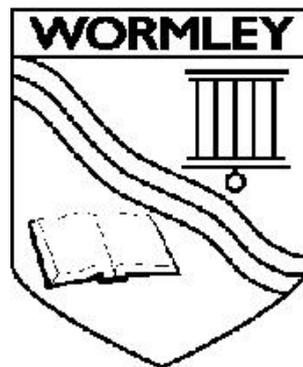


WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



Voluntary Helpers Handbook

Last reviewed - 2022
updated 2024
Next review - 2026

Introduction by the Headteacher

Dear Colleague,

I would like to welcome new voluntary colleagues to Wormley Church of England Primary School and hope that you will find the work rewarding and enjoyable. Every effort will be made to support you in your role to ensure that the children get an excellent education from our school.

Thank you to those of you who are existing colleagues and have given years of dedication and hard work to the school. Please read the updated handbook, as there are a few revisions.

The handbook is divided into two sections. Section 1 is an introduction that gives some context to working at our school. Section 2 is for voluntary staff only and is designed to give some further information on the expectations and procedures in school. The safeguarding information is essential and all volunteers must be familiar with it.

If there is anything you're not sure of or you do not feel has been covered in this booklet, please ask.

I would like to thank you for choosing to be a part of our team which is committed to developing life-long learners within the context of a distinctive Christian ethos. We all really appreciate your voluntary support.

Tracy Gaiteri
Head teacher

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SECTION 1: INTRODUCTION

School Ethos, Mission Statement, Vision and Aims

Our school community comprises: all children, parents, carers, staff, governors and others associated with the school, including the Diocese and the church, community groups, local charities, business and support services and all external educational agencies.

Ethos

Wormley Church of England Primary School is a caring church school with a distinctive Christian ethos. It sets a high store on the value of all of its community. Expectations of care and concern for the well-being of all children, staff and families are a central core of our Christian ethos. Wherever possible, this informs our relationships and the nature of our interactions.

Mission statement

With God all things are possible (Matthew 19:26)

Have Faith, Take Responsibility, Show Respect and Achieve.

Our mission is to provide a unique environment and curriculum in which all participants are welcomed, valued and enabled to flourish.

Vision

Our vision is that, from arrival at Wormley, each child should move forward in their learning journey and achieve their full potential. Our intention is that they come to know that they are loved by God, and therefore, all things are possible.

As a result, we will provide opportunities that support children to develop as individuals with the knowledge, skills, behaviours and attitudes necessary to develop and flourish in our rapidly changing society, where high technology must be balanced with respect for humanity and the natural world.

Visitors to Wormley Church of England Primary School comment on the warm, calm and friendly atmosphere within the school. We believe that children feel happy and secure in this environment and this in turn creates the best possible climate for learning. But this school is not for children alone so we extend our vision to our stakeholders that they may feel that same sense of warmth, calm and community.

Wormley Church of England Primary School aims.

Within a distinctive Christian ethos, we intend to provide a welcoming, safe and stimulating learning environment which offers a rich, relevant and motivating curriculum to develop individuals and inspire life-long learning.

To facilitate our vision we aim:-

- To continue to ensure that every child enjoys learning and achieves their full potential regardless of gender, age, race, physical or intellectual capacity, economic situation or class, in a happy and secure learning environment.
- To raise standards by ensuring that the skills, knowledge, dispositions and values of individuals are fully developed
- To promote the health, well-being and confidence of all learners within the school, enabling them to see themselves as valued and valuable members of a wider society
- To provide a strong framework for promoting good behaviour and positive attitudes in order to cultivate a safe and secure community in which everyone may flourish
- To give our pupils a sense of success and pride in all their activities and prepare children for future economic well-being
- To provide opportunities for our pupils to become successful independent learners and leaders through a wide variety of physical, intellectual and aesthetic experiences.
- To develop the school's role in the local and wider community and each child's understanding of citizenship by continuing our strong links with the church and local primary schools, liaising with nearby larger secondary schools and encouraging links with local industry, residents and organisations.

We encourage all children to develop as super learners since learning is life's most important skill. We want them:

- To have faith in God, themselves and others
- To show respect for themselves and others, and the world in which we live
- To take responsibility for themselves and in their learning
- To achieve their potential by developing as resilient, resourceful and reflective beings

SECTION 2: VOLUNTEERS AND STUDENTS

We are very pleased to welcome you to work and help in school and hope you find the work both rewarding and useful for future employment. This section of the handbook has been designed to give you a brief overview of main procedures about working in our school that will affect you and also some more information about the role of the helper. Please ensure you are familiar with the safeguarding information.

Working with the Class Teacher

The classroom teacher will manage the work undertaken by the voluntary helper and you must ensure that you undertake the activities in the manner agreed with the class teacher. The teacher will explain the main tasks that need to be carried out, in detail, before work commences. If you are unclear about any explanation, please ask the teacher for clarification. An example of the tasks you might be expected to do include:

- Supporting in the classroom with individuals or groups
- Assisting on a school trip
- Listening to readers
- Putting up displays
- Preparing resources
- Supervising play

Staffroom

As well as being a place from where you can gain information, we hope that the staffroom is somewhere where you can relax and unwind.

Our agreement for happy staffroom:

- There are no “special” chairs or mugs.
- Please help yourself to tea or coffee (the school pays for this for you). Hot drinks must be transported safely (using tins).
- Everyone working in school is welcome.
- Please keep all conversations appropriate.

Please help one another by:

- Doing your share of emptying & filling the dishwasher;
- Keeping the staffroom tidy; and
- Putting your cup/dishes in the dishwasher after use (unless it is running) or washing them up

Safeguarding

It is your responsibility to have read, understood and will abide by the schools child protection policy. Voluntary Helpers will receive copies of the policy, a quick reference guide and this handbook before they start. It is your responsibility to complete and return the Volunteer declaration at the back of this handbook.

Child Protection

All adults must have a clear DBS check and receive a safeguarding induction presentation from the DSP. All adults are responsible for safeguarding children in school, including volunteers. If you know or think a child is at risk of harm you MUST report it immediately to a Designated Safeguarding Lead.

The Designated Safeguarding Person for Child Protection in this school is: Steve Emmett

The Deputy Designated Safeguarding Persons are: Tracy Gaiteri, Deborah Harris and Ben Webb

Behaviour: Rights & Responsibilities

- When addressing the children, you should always be polite and should never shout at a child.
- You should treat each child with respect and you should expect that they will treat you with respect at all times.
- You must never use any physical force with a child.
- You must treat each pupil fairly and equally. This must also apply if your own child or a relative's child is in the class.
- Any antisocial or unacceptable behaviour from the children should be reported to the teacher. You can expect that the teacher will deal with it inline with the school behaviour policy: [Rights & Responsibilities](#).
- We have chosen to develop a Rights and Responsibilities policy because we want pupils to consider the consequences to their choices in the context of what is 'fair' and 'just': the children's Rights. The policy emphasises prevention, restoration and reparation as well as applying proportional consequences where appropriate.

All teaching staff are trained in Hertfordshire Therapeutic Thinking approach to behaviour intervention. This means that every behaviour intervention considers the effect on each individual's feelings. We believe in growing children, not storing them.

Mobile Telephones

Mobile telephones must not be used in classrooms or communal parts of the school. Phones may only be used in the staffroom or the offices.

Health and Safety

All volunteers must sign in at front reception. All volunteers have a responsibility to have regard for their own and others' Health & Safety. Please report any concerns to Charlotte Hick immediately. Class teachers will provide health and safety guidance in and around the classroom.

Emergency Exits and Fire Drills

Fire drill notices are fixed to each stock cupboard near each fire point in all areas of the school. Fire drills are practised termly. It is essential to discuss the fire exit procedures with the children each term with their class.

When the fire alarm rings it is your responsibility to follow procedure

- Leave the classroom or work area by the nearest exit.
- Encourage the children to move quietly and without panic.
- Assemble the children in class lines in the designated area .
- Call the register. When complete hold the register up high to show all are present and correct.
- Marshals will have a walkie talkie to communicate

If you leave the premises during the day, please ensure that you sign out and back in so we are aware of who is in the building, in the event of a fire.

Lifting and Carrying

Back problems can give a lifetime of pain so:

- Always use trolleys or lifting equipment
- Never ask children to carry heavy things
- Only lift or carry what you can manage
- Make sure you can see clearly where you are going when carrying a large object
- Ask for help from the Caretaker to carry anything heavy

Conduct

Confidentiality

When working in the school, you may hear things about staff, children's families, personal details or school work. These matters must not be discussed, even with your own family and friends, as this is a breach of confidentiality. Similarly, if you know anything about any child or member of staff from outside of school, it is inappropriate to discuss this within the school or with the teacher as this is also a breach of confidentiality.

If you hear or see anything within the school which gives you any cause for concern, you must discuss it with the class teacher in the first instance. If your concern relates to the class teacher, you should discuss it with the Senior Leadership Team.

Parents may question you about their child. You must not answer these questions and ask them to speak to the teacher.

Employer's Liability Insurance

Hertfordshire County Council's Employers Liability Insurance policy covers third party claims against you whilst you are working within the school. Personal accidents are not covered unless the school's negligence is proven. Loss of property is not covered in any circumstances.

Finally

We pride ourselves on being an open and supportive team so if you have any questions or concerns, please feel confident to ask. We hope that you will enjoy your time at Wormley Primary School.

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Staff and Volunteer Disqualification Self-Declaration

Disqualification under the Childcare Act 2006 September 2018

This requires schools to ensure that persons working in relevant childcare settings are not disqualified from doing so under [the Childcare \(Disqualification\) Regulations 2009](#) (and as amended August 2018).

A person may be disqualified for one of these reasons:

- Having certain orders or other restrictions placed upon them;
- Having committed certain offences.

In order that the School is able to ensure that it does not knowingly employ a person who is disqualified, you are asked to complete and sign the self-declaration below.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and, in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children in an early years or later years provision, unless they apply for and are granted a waiver from OFSTED.

Name	Post
Please circle one option for every question	
Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to childcare, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations?	YES / NO
Are you barred from working with Children (Disclosure and Barring)?	YES / NO
Are you prohibited from Teaching?	YES / NO

Section 2 – Specified and Statutory Offences

Have you ever been cautioned*, reprimanded, given a warning for or convicted of: *(Only declare cautions received from 6 April 2007 onwards)*

Any offence against or involving a child? (A person under the age of 18)?	YES / NO
Any violent or sexual offence against an adult?	YES / NO
Any offence under the Sexual Offences Act?	YES / NO
Any other relevant offence?	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO

Section 3 – Provision of Information

If you have answered YES to any of the questions above, you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.

Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

Section 4 – Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that I understand:

- My responsibilities to safeguard children;
- That I must notify my Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children.

Signed			
Print Name		Date	