



# Induction Guidance For Volunteers at St Matthew's



## **Safeguarding:**

At St Matthew's we are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. Please report any causes for concern to the Designated Child Protection Officers using a written proforma which can be obtained from the office, staff room or any member of staff. Please ensure that these are passed to the members of staff who are trained as 'Designated Child Protection Officers' **Mr Davies, Mrs Lewis or Ms Steel.**

Please ensure you have read the document “**Keeping Children Safe in Education, Information for All Staff**” and our “**Safeguarding and Child Protection Policy**”. Copies are available from the school office or can be viewed on our school website.

## **Medical Information:**

- Be aware of any medical information and protocols which are displayed in the classrooms and in the staff room.
- The medical box will be kept in a cupboard which is clearly marked with the medical logo.
- If you have any suspicions that a child may need some medical assistance, please inform a member of staff immediately. First aid is always available at the Office.

## **In the Classroom**

- Please do not sit on the carpet with the children unless instructed to do so by the class teacher.
- Children should seek permission to go to the toilet. Do not go to the toilets with the children. If a child needs changing then contact a member of staff.
- All basic first aid is to be administered by a member of staff.

## **In the Playground:**

- At St Matthew's we value our diversity and individuality. Should you hear or see any racist or homophobic incidents please report it to a member of teaching staff immediately.
- Children should seek permission to go to the toilet.
- If children need medical assistance then contact a member of the teaching staff on duty.
- First aid will be administered by staff members only (unless in an emergency).
- If a child is distressed and needs reassurance please do not pick them up but contact a member of the teaching staff.

## **Positive Behaviour:**

- Positive behaviour should be reinforced at all opportunities both in the classroom and outside. (For example, saying well done, smiling, positive praise, modelling good behaviour.)
- If a child is not behaving appropriately please report it to a member of the teaching staff.
- You **MUST** Report all incidents, accidents to a member of staff, preferably the class teacher.

## **Photographs:**

- Due to safeguarding children, photographs **can only** be taken on the school camera.
- You **MUST NOT** use a personal camera or mobile phone camera.

## **Confidentiality:**

- Any information about children or staff gained from your time working as a volunteer must be treated as strictly confidential and not shared with others except relevant staff.
- If parents/carers have any questions about children's progress please refer the parent to class teacher.
- If you working in school regularly please ensure that you have read and signed the schools 'Volunteering in School Agreement' which can be obtained from the office.

## **Communication:**

- Please use the correct vocabulary when talking to the children and allow the children time to speak and give time to hear their answers and questions.
- Please enable the children to be as independent as possible in all opportunities.

Signed (Volunteer) \_\_\_\_\_ Signed (Teacher) \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the office once it has been signed. You may photocopy this for the volunteer**