

LONDON FIELDS PRIMARY SCHOOL



Chair of Governors: Thomas Kibling
Headteacher: Caroline Tyson
Deputy Head: Katherine Gillard
SENCO: Sindee Bass
Safe Guarding lead: Nedal Al-Chamaa

Westgate Street
London E8 3RL
Tel: 020 7254 4330
Fax: 020 7249 2824
Web: www.londonfields.hackney.sch.uk

Volunteers/Parent Agreement

London Fields Primary School understands that volunteers/parents are a welcome resource for helping to raise children’s achievement, complementing the work of teachers and support staff. We have no doubt that the School will benefit greatly from developing well planned active parental and community links through participation, by adults in the activities of the school on a voluntary basis.

The placement of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

We are mindful of deploying volunteers appropriately and will not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

Name of Volunteer/Parent: _____

Placement start date: _____ End date of placement: _____

Days attending: _____

Volunteers **will not** be asked to carry out duties which:

- a) fall normally within a teacher’s responsibility under loco parentis;
- b) fall normally within the job description of a teacher or member of support staff, ie they must not be asked to cover the absence of staff from school;
- c) would normally be performed by a contractor engaged by the LA or by the school;
- d) require them to have unsupervised access to children;
- e) expose them to dangerous or hazardous substances or situations.

Each volunteer/Parent will be designated to a specific member of staff to whom he or she will be directly responsible. In most cases this will be the Class Teacher, who remains responsible for the organisation of the class and methods of work.

The class you will be assigned to is: _____

Member of staff responsible: _____

Signed: _____

School Policy

The Governing Body intends that this policy give a clear statement on the engagement and deployment of volunteers.

The policy will be reviewed regularly by the Governing Body and be revised in response to changing legislation, guidance or practice as necessary.



Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that you may have about the children you work with / come into contact with should be voiced with the Class Teacher or Member of staff named above who is responsible for your placement and **NOT** with the parents of the child /persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a senior member of staff or Headteacher.

Supervision

All volunteers/Parents work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers/Parents will:

- have clear guidance from the Teacher as to how an activity is carried out,
- understand what the expected outcome of an activity is,
- seek further advice/guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy (published on school website) and this is made available on request to Volunteers/Parents working in the school. Class Teachers ensure that Volunteers/Parents are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers/Parents need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Senior member of staff/Headteacher.

Volunteers/Parents (who have regular contact with children) are also required to attend a one hour safeguarding session to support the promotion of a safe environment for all pupils and staff. These sessions run throughout the year.

Child Protection/Safeguarding procedures

The school takes Safeguarding seriously and the welfare of our children is paramount. All schools must carry out a check on all staff/volunteers who have regular contact with children. This is done through the Disclosure and Barring Service (DBS) previously CRB.

To ensure the safety of our children, we adopt the following procedures to ensure the safety of our pupils at all times:

Parents/Volunteers must present **before** starting a placement:

- A current (DBS)
- Photographic ID.

If you are agree to the terms and conditions of your placement then please sign below:

Print name: _____

Signed: _____

Date: _____

Safeguarding Procedures at London Fields Primary School (A4 Summary)

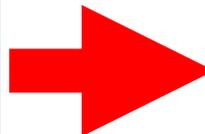
Please take some time to familiarise yourself with the following procedures. It is the responsibility of all members of staff/volunteers/parents to adhere to the procedures in place.

More extensive details on the procedures below can be obtained from different policies on the school website – www.londonfields.hackney.sch.uk. The school also has a specific/devoted area to Safeguarding which includes lots of key information, including the newly revised Keeping Children Safe in Education guidance (September 2016)

Fire procedures (Fire Safety Handbook)

Depending on which classroom you're in, the classroom evacuation procedure is shown by a range of different signs.

Look out for them by the door

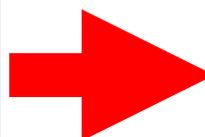


Disclosures (Child Protection/Safeguarding)

If a child you come into contact with says/does something that concerns you/not sure about, then complete the **handwritten disclosure sheet**. You can obtain this on the T-Drive: (CP/Disclosure sheet)

If the concern is serious and the child is possibly in immediate danger, you must immediately inform Mr Nedal Al-Chamaa or Mrs Caroline Tyson in his absence. Failing that please alert Senior Leadership.

For staff without access to the T-Drive please retrieve the form from main reception



Record Sheet For Disclosures

Once you have completed this form, please give directly to **Nedal Al-Chamaa**. Do not leave in pigeon hole. If Nedal Al-Chamaa is not in school you should hand the form to **Caroline Tyson**.

Staff name		DOB	
Place		Time	
Child's name		Class	

Who was present?

What did the child say?
This should be in the child's words. You must include any questions you asked the child.

Describe any marks:

Sign		DOB	
------	--	-----	--

Forms

Home » Our School » Forms

Curriculum

Work Scrutiny Feedback

Foundation Stage Self-book monitoring form

Foundation Stage book monitoring and moderation

Testbase

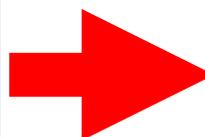
E Safety

Cyberbullying Incident Form

Behaviour

Behaviour Incident Report

Bullying Incident Form



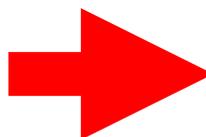
Behaviour (Behaviour/restraint/playground/bullying incidents)

Depending on the situation at hand you will need to follow up incidents (where possible) by completing a range of different online forms. These can be located on the school website – under our school/forms.

These forms are password protected - Please speak to the class teacher to gain access.

First aid

During break times relevant staff will be on first aid duty in both KS1 and KS2 playgrounds. First aiders will administer the treatment and record the relevant details in the first aid book.



- **The following information is taken from the school website on the parents section**

Thank you very much for helping on this trip. We rely heavily on family members to be able to take children out and about and really appreciate the time you have given up to support us in this way. Like you, we feel educational visits are a very important part of school life.

Please could you be mindful of the following guidance on trips:

- Please make sure you have read and understood a copy of the risk assessment.
- To protect yourself and us legally you must not at any time take photographs of any of the children while on a school trip.
- In order to ensure your focus and attention is with the children in your group, phone calls/text should not be made/taken unless they are an immediate emergency. If you do need to do so, please make a member of staff aware so that they can supervise the children you have been allocated.
- All parent helper groups should stay close to a member of staff so that they can ask for support if needed, eg with first aid.
- Staff members will ensure that the day/events are timetabled so that you are not in a situation whereby you are left alone with a child, for safeguarding reasons. If such a situation arises, eg a child asks to be escorted to the toilet, please seek guidance from a member of staff.
- Close physical contact such as hugging or sitting a child (other than your own of course!) on your lap should not be made.
- If a child tells you something that concerns you in anyway, please tell a member of staff rather than trying to deal with the disclosure.
- If you have any concerns or questions on the trip regarding your role or what to do, please do not hesitate to ask.

Once again, we really do appreciate you coming with us. We couldn't do it without you!