



ROBY PARK
PRIMARY SCHOOL

Induction Policy for Volunteers, associate teachers and external professionals

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Review December 2019

Signed – *Mrs Kat Allen*
(Headteacher)

Signed - *Mrs Heather Haddley*
(Chair of Governors)

Policy and Code of Conduct for volunteers, coaches, student placements and professionals who are employed by other organisations

1. Welcome to Roby Park Primary

Thank you for your interest in working at/or supporting the work of our school. We really value your time and commitment. We are very proud of our school and hope that that you enjoying working with us.

This policy outlines our professional expectations and commitments for adults who work at our school. These are induction guidance.

We have produced this policy to provide you with professional guidance and to help you feel comfortable working in our school. We hope that you will also feel able to ask any questions as they arise

2. Getting started:

- We will nominate a key member of staff who will support you with your role. You should know who that key contact is. It could be a class teacher, a teaching assistant, the business manager or another senior member of staff.
- We should have collected your Disclosure and Barring Service (DBS) certificate (previously referred to as CRB check). If you don't have one of these, we will process a check for you. This is a key part of our safeguarding procedures.
- If you are working in a supervision role as a new member of staff or partner (coaching, after school clubs, professional practitioner) our site manager will ensure that you have **a health and safety induction** that will include fire procedures.
- You must have an **identity or visitors badge** when you work in school. We will advise you on this.

3. Key contacts in school

Head Teacher and DSL
Assistant Head Teacher and KS2 Lead
Chair of Governors
EYFS Lead
KS1 Lead
SENDco and Inclusion Manager
Learning Mentor
Business Manager
Premises Officer

Kat Allen
Helen McLoughlin
Heather Haddley
Nichola Doyle
Nicola Cooke
Kathy Lyon
Michael Lundon
Kirstie Carroll
Roy Kelly

4. Contacting us:

School office is open daily from 7.30 am – 4.00 pm

Telephone:

(0151) 477 8340

E-mail (checked every working day):

robypark@knowsley.gov.uk

Some members of staff may choose to share with you their mobile phone or e-mail address for professional purposes. It is absolutely essential this is respected, not shared and only used for professional purposes.

5. Equality Statement

Our school is firmly committed to equality for all members of our school community.

We will not tolerate discrimination of any kind and follow clear national guidance on all aspects of equality including; race, religion, gender, disability, sexual orientation and transgender.

All volunteers and professionals working in our school must follow this guidance.

Further information is contained within the school's equality policies that are available from the Head Teacher.

6. Essential routines:

Once your role has been confirmed, DBS clearance gained/provided and your induction is completed you will be able to undertake your role. A summary of our expectations are below:

- a) **Signing In/Out:** All adults must report to the school office and sign in and out when they are in the building. This is an essential part of our fire safety procedures.
- b) All adults should **present themselves in a professional manner**. This relates to wearing appropriate clothing and ensuring that you are ready to work with children. For example, no adult should expect to work with children if they smell of cigarette smoke or alcohol.
- c) **Contact us if you cannot work** on an agreed day. Occasionally circumstances arise (illness, childcare etc.) which result in you not being able to attend and work at our school. Please contact us by phone as early as you can, so that we can minimise any disruption caused by your absence.
- d) Staff and volunteers are not allowed to use **mobile phones** at work. Mobile phones can be used during break and lunchtimes in the staffroom, office areas or off site. Photographs must not be taken on mobile phones.
- e) Volunteers, student teachers, coaches etc. can park on site but will need to use the buzzer system to gain entry into the school. Access to the car park is only available during opening hours 7.30 – 6.00pm.
- f) Our school is a **non-smoking environment**. Please do not smoke in the vicinity of the school building

7. School Day

Our school day is explained below:

Opening hours – school is open during the following hours

Term time: Mon – Fri, 7:30 am to 6:00 pm

Please check staffroom notice board prior for holiday time opening hours as variations to opening hours may be in operation and school may be closed some days.

	EYFS	Years 1 and 2	Years 3 to 6
Doors Open	8.45 am	8.45 am	8.45 am
Registration	9.00 am	9.00 am	9.00 am
Morning Break		10.10 am	10.30 am
Lunchtime	11.45 am	12.00 pm	12.00 pm
Afternoon Registration	1.00 pm	1.00 pm	1.00 pm
Afternoon Break		2.15 pm	
School Day Ends	3.00 pm	3.00 pm	3.00 pm

Children in Foundation Stage enter the building, directly into their classroom. Year 1 enter the

building via the sensory garden and into the KS1 corridor. Year 2 enter through their own classroom door. Collection arrangements are the same as morning arrangements.

Children in Years 3 enter and exit through the library. Year 4 to 6 enter the school building via the library once collected by the class teacher. At the end of the day, Year 4 to 6 exit via the main entrance. Year 3 exit via the library.

8. Confidentiality and Professionalism

Any adult working or volunteering at our school has to ensure that they understand the professional and ethical considerations that their role requires. A key element of this is understanding confidentiality.

When you are working in a professional capacity you will observe and hear information about all aspects of school. This is always confidential. We have a duty of care to ensure that all information about children is respected and any communication is always managed sensitively and appropriately by the school's staff.

You cannot discuss issues regarding children outside school or share confidential information about school life with people who are not part of your volunteer/professional role. This includes any publications on social networking sites.

If you have any concerns about what you observe or hear in school you can discuss these with a senior member of staff. If your issues are directly concerning the conduct of the Head Teacher, you can contact the Chair of Governors. Her details are available through the school office.

Staff and volunteers are not allowed to take images of children without the permission of a senior member of staff. Images must never be taken on a mobile phone. All images must be stored securely on the school's network. They are not allowed to be taken off site.

Your role may involve you having access to appropriate information about a child. Under no circumstances must any records relating to children (data, personal information) be taken off site or shared with any other party without a senior member of staff's consent.

9. Where can I go in the school?

Your role will be a directed role, working with specific class(es). Our school is an open site for adults working in a professional capacity. We ask that you do not enter any of the office areas unsupervised as these often contain confidential material.

Your named adult will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask them.

We have a **staffroom**, where you are very welcome to come and join staff for break-time. Tea and coffee is provided.

You can use the female or male **toilets** located by the office, near the front foyer. If you are disabled, you will have access to the disabled toilet on the ground floor near the office. Adults must not use the children's toilets under any circumstances.

10. What do I do if I observe challenging or inappropriate behaviour?

In its simplest terms, our school seeks to fulfil its mission statement and ensure that;

1. **We provide a child-centred environment where children feel secure, valued and cared for.** We talk of safety from physical and emotional harm. This policy aims to promote this through promoting positive behaviour and ensuring that our discipline procedures effectively manage children who don't respect children's right to be safe and thrive in school.

2. **Children are happy and will thrive.** This is crucial, if we are going to create a successful school, we have to develop the intrinsic self-esteem of children and discuss happiness as a fundamental factor of our school. It should be a right, not a chance. This also involves defining happiness.

To achieve a school where all staff and children are happy, we have to ensure that this is developed as part of our school ethos and reward system but also regarded as a professional duty by all staff. Promoting effective relationships is central to this.

3. **We aim to educate and inspire every child to reach their full potential.** The right to learn runs through the whole school day. Children should have a positive atmosphere that supports their development as learners in lessons, at lunchtime and in any school clubs or activities.

If your role requires supervision, you may have to manage children's behaviour. We will ensure that you are fully familiar with our school's behaviour policies to allow you to do this appropriately and successfully.

In all cases any negative behaviour by children must be managed by the class teacher or a senior member of staff. They are skilled professionals who will implement our school's policies correctly.

If you find yourself having to manage behaviour always avoid conflict and stay calm. The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop and seek help immediately. Avoid physically restraining a child.

Their judgement will be final on these matters. Often, they will have additional information that will influence how they decide to manage an incident.

If you witness what you believe is an act of bullying, please complete a bullying monitoring form and hand this to a senior member of staff. These are located in the staffroom on the safeguarding display. We will happily support you with this.

If your concerns are regarding the behaviour of a member of staff or another volunteer at the school, you must inform a senior member of staff immediately.

If your concerns are regarding the behaviour of the Head Teacher you must inform the Chair of Governors. Her details are available through the school office.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

11. What happens if I have a concern about the welfare of a child?

Our school has robust safeguarding procedures that involve working with many agencies (school nurse, family support workers, social workers, police etc). We have a great degree of expertise in how to manage this. If you work at a school in a volunteer or professional role you have an obligation to follow and support these very carefully.

If you have a concern, please discuss it with your named adult. If you observe anything that causes you significant concerns (excessive bruising, lack of personal care etc.) or a child discloses something to you about their welfare you must report that to the Head Teacher or another senior member of staff as soon as possible.

It is absolutely essential that you understand that you cannot promise a child that you won't share information. You can reassure them that you will help but not to keep secrets.

All staff also have a duty care under the Prevent Duty to ensure that children are not harmed by extremism and exposure to extremist materials. These influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern. **All of the above will be covered as part of your induction.**

12. Safeguarding Induction and Training

Any new member of staff, volunteer, governor or trainee will be expected to complete appropriate induction training. That will include:

- Meeting with designated or deputy officer
- Level 2 Safeguarding Training (Hays Online)
- Level 2 Prevent Training (Hays Online)

13. What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. They are our school's nominated first aid staff. They are on duty every break time and lunchtime (time-table is in the staffroom). If you witness an accident, seek help as soon as possible. There are always emergency first aid staff on duty in the school office.

We ask that unqualified first aid staff do not administer first aid of any kind.

If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

If you are injured whilst on the school site, please report this to the school office. We will ask you to complete an incident report.

If you witness an accident involving a member of staff or a child, we will also ask you to complete a first aid report.

14. Health & Safety Guidance

Roby Park Primary School recognises its duty of care to ensure the health, safety and welfare of all who use the school. **Governors and staff are committed to providing a safe place to learn and work.**

Every adult working at our school, including adults in trainee and volunteer roles has a moral duty to help maintain the safety and welfare of all who use the school by

- i. monitoring their own workspace for potential hazards

- ii. monitoring all areas of the school they use for potential hazards
- iii. maintaining good housekeeping of all areas they are responsible for to minimise the risk of fire, trips, slips, spillages and other accidents.
- iv. reporting any hazards to their line manager and/or Site Manager.

As a volunteer/professional you have a responsibility for health and safety. Please ensure that you follow simple 'common sense' guidelines such as;

- Not leaving bags and coats in areas where they present themselves as hazards (tripping etc.)
- Do not take hot drinks out of the staffroom.
- Do not plug portable electrical devices in school unless they have been tested.
- If you are unsure about any aspect of health and safety, please contact your named member of staff or ask our site manager (Mr Kelly) for advice.

Health and Safety Regulations will prevent you undertaking some activities. We will give you guidance on these areas.

Accident/Incident Reporting – Accidents must be reported using the incident report forms available in the school office.

You will also be shown how to access our key risk assessments.

All of the above will be covered as part of your induction.

- 15. Fire Evacuation Procedures** – In the event of the fire alarm sounding you should follow the signs to the nearest fire exit and assemble in the playground. Class teachers will have specific duties (roll call of pupils) that will be explained separately by line managers/team leaders.

If you are supervising a school club, please bring your register with you.

Adults are not asked to use fire extinguishers and other equipment.

We have nominated fire marshalls who check the school and will advise if and when the building is safe to return.

16. Breakfast or After School Club Guidance

In your role you may be responsible for delivering extra-curricular activities. You can only deliver these programmes if a health and safety induction has been completed and you have a valid DBS (CRB) certificate.

Our office will assist you with;

- timetabling
- distribution of letters
- money collection
- collating registers

Essential guidance:

- You must complete your weekly register of children (not associate teachers).
- You must ensure that correct supervision is in place and that children are learning in a safe environment. If you have any concerns about your environment, please contact the site manager (on site until 4.30 pm daily).
- You must ensure that children behave appropriately and follow our Behaviour Policy guidance (children have a right to be safe, respected and happy at Roby Park Primary)

- You must ensure that all children are collected from the agreed collection point by their parents/guardians. If you are left with a child you must seek guidance from a senior member of staff before you leave the building. You must never leave a child unattended.

If first aid is required, you must again seek the support and guidance from either;

- School office (open from 8.30 am to 4.00pm)
- Site Manager (on site from 7.30am to 4.30 pm)
- Senior member of staff

All of the above will be covered as part of your induction.

17. Am I insured while in school?

All staff are insured. Volunteers and trainees will be insured for the same activities as teachers. The school policy is available for you to see in the school office. Please read it and ask the teacher with whom you work if you are unsure about anything.

Basically, as long as you follow the guidelines in this booklet you will be covered by the school insurance policy for most ordinary occurrences. If you are a private coaching business, you must have third party liability insurance.

18. Using ICT

If your role requires access to the school's ICT network, we will arrange for you to have a secure login and password for the network and Internet.

Appendix B outlines the school's policy on these areas. The key guidance is to respect confidentiality and never use the network for personal use (shopping, e-mail, social networking, gambling etc).

All staff and visitors must be aware that we using Fusion internet monitoring software.

19. What do I do if I am not happy?

Schools are a great environment to work in. However, they are also dynamic, busy and demanding places to work. Occasionally people need support or clarification. We will ensure that you have an opportunity to discuss how you feel about your role with your named adult. If that is not successful a senior member of staff will always discuss your concerns. If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment! It may take 48 hours to arrange that time but we will always ensure that we do.

There are another number of key policies that are available. These include;

- Health & Safety Policy
- Positive Behaviour Policy
- Single Equality Policy
- E-safety Policy
- Child Protection and Safeguarding Policy



Appendix 1:

Acceptance of the Code of Conduct for new staff, volunteers, coaches, student placements and professionals who are employed by other organisations

Professional/Student/Volunteer Name:

DBS/CRB number:

Role:

Name adult:

Date:

	Signed:
I have received an appropriate induction.	
I understand the professional responsibilities associated within this document relating to confidentiality	
I understand the professional responsibilities associated within this document relating to safety and child protection.	
I understand that I must complete online safeguarding and prevent training unless I have had this waived by the school in view of other appropriate training that I have attended.	

Countersigned by Head Teacher/Business Manager:

Date:



Appendix 2:

AGREED STAFF CODE OF CONDUCT TO PROMOTE ONLINE SAFETY AND RESPONSIBLE USE

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's Online Safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner. This school expects that all activity should be related to a professional use.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDA's, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business. It is my responsibility to ensure that I do not store any inappropriate material on these devices in school.
- I understand that images cannot be taken of children on any personal device. This includes mobile phones. All images must be taken and stored on school devices (I-Pads, cameras) and stored on the school's network.
- I understand that school information systems may not be used for private purposes without specific permission from the head teacher.
- I understand that use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- It is my responsibility to ensure that my work PC/I-pad/laptop etc are all password protected.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. This includes e-mail and E-schools communication.
- I will not install any software or hardware without permission on school devices.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely. I understand the images of children from school cannot be stored on laptops.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the DSL
- I will ensure that electronic communications with pupils or parents including email, IM and social networking are comparable with my professional role and that messages cannot be misunderstood or misinterpreted.
- I full understand my professional responsibilities, if I choose to use Social Networking Sites.
- I understand that I cannot communicate with parents of the school, current pupils or ex-pupils who are under the age of 21 through social media or private messaging (24 for pupils with Special Educational Needs). If this involves family members, I will ensure that I gain the consent of the head teacher.
- I will promote e-Safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed:

Date:

Print name:

