

## Welcome to St. Paul's!

We warmly welcome voluntary help in school, from parents or other adults.

Adults can voluntarily work in our school in a number of ways: regular support in

class or with a group of children; support for readers; running of school clubs; help with the libraries; help with ICT, music or similar; occasional support of school trips.

The notes in this leaflet are designed to support volunteers as they work in St Paul's CE Primary School– where we are firmly com-mitted to safeguarding and meeting the needs of every child. They contain important safeguarding information and advice which you should be familiar with prior to working with children in school.

### Any Questions?

You can find our full safeguarding, whistle-blowing & e-safety policies as well as other important information on our website:

[www.stpaulsschool-dorking.co.uk](http://www.stpaulsschool-dorking.co.uk)

You can also call into the office, where they can put you in touch with key staff as follows:

Designated Safeguarding Team:

**Lead:** Mrs Lynsey Bryan

**Deputies** Mrs Ann Alden – Headteacher, Mr Dan Hill AHT)

Mrs Jane Shaw – Office Manager and Mrs Dawn Moore

**Chair of Governors:**

Mrs Fiona Ruddock

**Safeguarding Governor:** Mrs

Sylvia Yelland

Please remember, if you are worried about the safety of any child in the school, you **must** report it to the Designated Safeguarding Lead as above.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our children are safe.



### How else can I help?

There's lots of ways to help– and all are warmly welcomed! Here's a few ways parents have provided help to the school:

#### Supporting in class

If you have a particular skill that may be useful in a class topic please tell the class teacher. We have had parent visits– or visits organised through contacts– from scientists, pet owners, dentists, doctors and even rally drivers! If you are asked to come to talk about a particular skill/subject please ask the teacher for clear guidance regarding

what is wanted and the length of time your talk should last.

Other support could be helping with craft activities, ICT, outdoor learning or similar.



#### Reading with children

Possibly the most valuable help we receive from parents! Please ask the teacher for guidance regarding the expectations for the group of children

you support with reading. Please take time to talk about the book and ask questions about what the child is reading. If a child struggles with a word then give them the word; at the end of the session return to any unknown words and check that they have remembered the new word/s. If a child is not able to read 95% of the words in the book they have read then it is too hard for individual reading and you should alert the teacher that they have struggled.

#### School Library

We always need more parents who could spare some time to improve and support the work of the library. There are a range of tasks including: entering new books onto the computer, stamping books with the school stamp, tidying areas and arranging displays.



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any new member of staff and parent volunteer will be required to undertake a check through the Disclosure and Baring Scheme at an appropriate level for their post.



**St. Paul's**  
C of E (Aided) Primary School



A guide for  
**Visitors and Volunteers**



## What are my responsibilities as a Volunteer?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

### DBS Checks

St. Paul's specifies that all parent volunteers working in school or on trips with the children must be checked by the Disclosure and Barring Service. This is to help ensure that unsuitable people are prevented from working with children.

DBS forms are available from the School Office. We can offer advice as to how to complete the on-line check and advise which documents are necessary to confirm your identity.

Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children you work with.

Whilst we are aware of new rules concerning the portability of checks, it remains school policy that all staff and volunteers undergo a DBS check.

### Confidentiality

Please remember that you should not talk to other parents about the ability or behaviour of children that you work with in school, or behaviour that you may witness whilst in the building.

**This is the role of the class teacher.** It can cause a great deal of hurt and confusion to parents if other adults make comments.

### Other points to note

Please ensure you wear the visitor badge provided at all times.

Information about fire & emergency procedures is given on the small card attached to your visitor badge.



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

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

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

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Safeguarding Lead– Mr Alden

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

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

1. Listen to what is being said without displaying shock or disbelief, accept what is being said.
2. Allow the child to talk freely.
3. Reassure the child, but do not make promises that might not be possible to keep.
4. Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help them.
5. **Do not interrogate the child or ask leading questions.**
6. Reassure the pupil that it is not their fault.
7. Stress that it was the right thing to tell.
8. Listen rather than ask direct questions.
9. Do not criticise the alleged perpetrator

Immediately record details of the child's 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 School Office and should be completed and returned to a Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

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

You should report such allegations to the Headteacher.

### What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors on [chair@stpauls-dorking.surrey.sch.uk](mailto:chair@stpauls-dorking.surrey.sch.uk)

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher (and using a school camera) or give out your own personal details.

Please do not use any personal phone/ICT equipment whilst working with a child, whether alone or in a group.

Parents, volunteers or visitors using any kind of ICT equipment as part of their role– e.g. camera, tablet, computer– should ensure they have read and signed the ICT code of conduct– available from the school office

