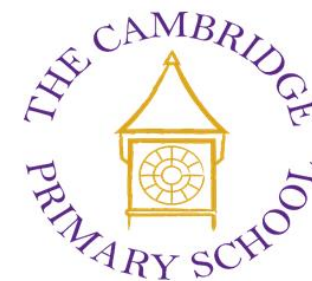


The Cambridge Primary School Volunteer Handbook



Thank you so much for volunteering at The Cambridge Primary School. We welcome volunteers to work with us in school to support and enrich our children's learning. As a regular volunteer who has been DBS cleared, we expect that you will follow our procedures and uphold the values of our school: the aim of this handbook is to guide you in this. Please refer to our website for additional information <https://www.cambridgeschool.hants.sch.uk>. We are a friendly, supportive and hard-working team and we hope your time with us is both rewarding and happy.



Our Vision

The Cambridge Primary School seeks to create a safe, happy and healthy learning environment.

We believe that every member of our community is a lifelong learner. Together we can foster the hopes and dreams of our learning community. We believe that all learners have a right to be challenged and motivated to enable them to achieve their potential academically, personally, socially and emotionally.

As an inclusive learning community we believe that every child does matter and it is our duty to prepare our children for the challenges of the 21st Century. Providing high quality learning experiences is the foundation of our school.

We believe in excellence for all and strive to deliver a wide range of experiences which enable the children to grow in confidence and strive to become successful members of our community.

We believe that Teaching and Learning is a process of co-operative teamwork and welcome and encourage the involvement of parents and others in the community.

Inspiring Minds Together

Meet the staff at The Cambridge Primary School

Senior Management Team

Mrs Kennedy Head Teacher

Miss Tancock Early Years & KS1 Lead

Miss Curry Inclusion & KS2 Lead

Mrs Gholizadeh School Business Manager

Class Teachers

Miss Faul Oak Class Teacher YR

Miss Rees Willow Class Teacher YR

Mrs Beeson Holly Class Teacher Y1

Miss Corless Birch Class Teacher Y1

Miss Nolan Chestnut Class Teacher Y2

Miss Shaw Beech Class Teacher Y2

Miss Billyard Turner Class Teacher Y3

Miss Chappell McCarthy Class Teacher Y3

Learning Support Staff

Miss Jones Oak Class Support Assistant YR

Miss Bunyan Oak Class Support Assistant YR

Mrs Tack Willow Class Support Assistant YR

Mrs Griffiths Willow Class Support Assistant YR

Miss Harrald Holly Class Support Assistant Y1

Mrs Woodhead Holly Class Support Assistant Y1

Mrs Tahim Holly Class Support Assistant Y1

Mrs Broughton Birch Class Support Assistant Y1

Miss Robey Birch Class Support Assistant Y2

Miss Hickey Chestnut Class Support Assistant Y2

Miss Nelson Chestnut Class Support Assistant Y2

Mrs Dunne Beech Class Support Assistant Y2

Mrs Gorton Beech Class Support Assistant Y2

Miss Palmer Turner Class Support Assistant Y3

Mrs Sachar Turner Class Support Assistant Y3

Miss Dimmer McCarthy Class Support Assistant Y3

Miss Flack McCarthy Class Support Assistant Y3

Mrs Hopwood Class Support Assistant Whole School

Support Staff

Mrs Alexandar Receptionist and Admin Officer

Mrs Sue Baker Finance and Admin Assistant

Maintenance

Mr Fletcher Caretaker

Daily Conduct for Volunteers

The School Day

8.35am:	Doors open
8.50 – 9.00am:	Registration
9.00 – 10.45am:	Learning and Assembly
10.45 – 11.00am:	Morning Break
11.00am – 12.00pm:	Learning
12.00-1.00pm:	Lunchtime
1.00 – 3.10pm:	Learning

Attendance and Timekeeping

In the event of absence, the school should be notified on 01252 314884. All volunteers to school are required to visit the office when they arrive. As a regular volunteer, you will need to sign in and will be given a yellow visitor's lanyard showing you are DBS cleared. This must be worn so that it is clearly visible for the duration of your visit.

Smoking

The Cambridge Primary School is a non-smoking site. Volunteers must not smoke or use e-cigarettes on school premises or outside the school gates. Please leave the school grounds if you wish to smoke or use an e-cigarette.

Dress Code

All volunteers must dress in a manner that promotes a professional image. Volunteers should dress in a manner that is not offensive, revealing or sexually provocative. Tattoos and body art should be covered, where feasible, when in school.

Staffroom

Volunteers are not permitted to enter the staffroom. If volunteers are on site during break and lunch times, please speak to a member of the Senior Leadership Team to arrange an area to use for comfort breaks.

Fire Safety

Fire drills will take place termly. Please make yourself aware of fire procedures posters, fire exits and escape route signs located around the school.

Use of Mobile Phones, smart watches and Cameras

Mobile phones and smart watches should not be used when working with the children. Neither staff, volunteers nor children may use their own mobile phones to take photographs for school activities.

Confidentiality

- Volunteers are reminded that all information on individual pupils and members of staff is confidential. They are not permitted to discuss children's or staff member's issues with other professionals in the school or out of school.
- Volunteers are obligated to immediately share with The Cambridge School's Designated Safeguarding Lead or Deputy Designated Safeguarding Leads any information which gives rise to concern about welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm.

GDPR

The GDPR (General Data Protection Regulations), which came into force on 25th May 2018 as the Data Protection Act 2018. It is in place to give data subjects control of their data and gives organisations processing that data (including schools) more responsibilities in relation to how they collect, process, store, share and destroy data. As a school we collect and hold a great deal of personal data – not only about students, but also staff, parents, volunteers, visitors, suppliers and other 'data subjects'. GDPR requires us to not only minimise any risks to the unauthorised access and loss of personal data within the organisation, but also to provide evidence and documentation of our processing activity. All volunteers should treat data as sensitive and confidential.

Safeguarding Procedures

While working in The Cambridge Primary School, you have a duty of care towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare. In addition, if at any time you have a concern about a child, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school designated safeguarding lead (DSL), who is Sarah Kennedy, Head Teacher.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.

- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

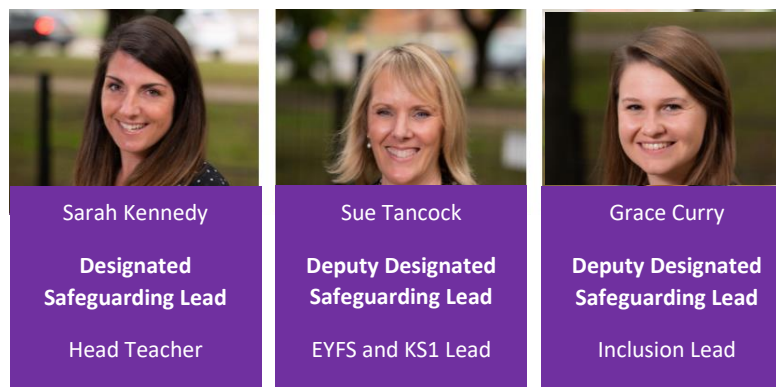
If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but do not push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Note the date and timings, and mention anyone else who was present. Then sign it, and give your record to the DSL, who should contact Children’s Social Care if appropriate.

The school has a [policy on safeguarding children and young people](#) which you can find, together with the local procedures to be followed by all staff which can be found on the school website.

If your concern involves the DSL or a member of the senior staff, contact the LADO on 01962 847364 or the NPSCC whistleblowing line on 0800 028 0285

Remember, if you have a concern, report it to the DSL.



Working with Children

What we expect of volunteers

To always be positive and consistent in their behaviour and in their expectations of the children.

They will:

- Value all children
- Be a positive role model
- Be fair and consistent
- Display great patience and listen carefully to children
- Speak politely, in a reasonable tone of voice

What we expect of children

- To use good manners and to speak politely to everyone
- Listen to other children and learn to respect their opinions
 - Communicate your thoughts and feelings in an appropriate way
- Play fairly and kindly, without roughness, so that no-one feels threatened by the way you speak or act
- Respect self and other people's property (including uniform)
- Work together as a team
- To show the school values: *Respect, Responsibility, Excellence, Happiness, Teamwork, Honesty*
- To develop a positive attitude to work and play
- Take responsibility for my own behaviour
- Treat others as you would like to be treated
- Play safely without physical roughness
- Behave appropriately, in the classroom and on the playground, at all times setting a good example to fellow pupils



Now you have read the Volunteer Handbook, please follow the link to complete the google form to confirm you have read and understood the information.

<https://forms.gle/ShPabHzjBiy7EP5v9>