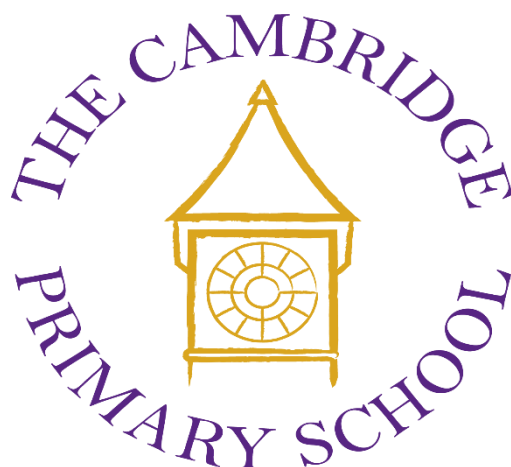


# THE CAMBRIDGE PRIMARY SCHOOL

*'Inspiring Minds Together'*

## VOLUNTEERS POLICY

2025



<b>Date of Approval:</b>	July 2025
<b>Date of Next Review:</b>	July 2026

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA  
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## The Cambridge Primary School Volunteers Policy

### Introduction and Aims

At The Cambridge Primary School, we encourage volunteers as we believe they provide a valuable contribution and enrich our school through their range of skills, diverse knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision.

The aims of The Cambridge Primary School volunteer policy are to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines regarding the work undertaken and their conduct whilst in school.
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

### How we use volunteers

At The Cambridge Primary School, volunteers may, among other tasks:

- Hear children read
- Work with small groups of children
- Work alongside individual children
- Support specific curriculum areas such as design and technology
- Give talks and demonstration
- Support on school trips

Volunteers include:

- Members of the Local Advisory Committee (LAC)
- Parents, carers, or other family members
- Students on Work Experience or Placement
- Friends of The Cambridge members
- Local residents
- Staff family members

Members of the LAC working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

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### **Appointment of volunteers**

Volunteers may be appointed following an application they make; this is most likely in the case of someone looking to complete a work experience placement. Prospective volunteers looking for work experience should complete The Cambridge Primary School Volunteer Application Form (Appendix 1).

Volunteers may also put themselves forward in response to a request for volunteers from the school or through local volunteering services such as Rushmoor Voluntary Services.

Volunteers are appointed by a member of the Senior Leadership Team (SLT). This will be the Assistant Headteacher or member of SLT who has completed safer recruitment training within three years.

Appointment and induction of new volunteers can take time and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate), other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

All work experience volunteers will need to meet with a member of SLT before they are accepted to volunteer within the school; this may take place following the offer of volunteering, or it may be that Senior Leaders have already met candidates, particularly if they are parents of the school.

Volunteer and Work Experience Induction Checklist to be completed by a member of SLT (Appendix 5).

### **Safeguarding**

At The Cambridge Primary School the safety and welfare of our children is paramount. The school's Volunteer Policy is part of the school's safeguarding systems and our volunteers must share our commitment to child protection. Safeguarding children is everyone's responsibility; everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. To ensure the safety of our children we adhere to the following procedures:

- Assess their initial understanding of safeguarding in their application form (if applicable)
- Conduct enhanced DBS checks with a barred list check on volunteers who are aged 16 or over, and:
  - Work 1-on-1 with children unsupervised

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- Work with groups of children unsupervised
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- Organise a meeting with the DSL or a DDSL prior to, or at the beginning of the first day of any work experience placements, to confirm understanding of safeguarding procedures and to ensure they have met a member of the safeguarding team to whom they could turn with any safeguarding concerns that arise.
- Require volunteers to agree and adhere to the relevant code of conduct:
  - For adult volunteers, this is the Volunteer Code of Conduct (Appendix 2)
  - For work experience students under the age of 18, this is the Work Experience Code of Conduct (Appendix 3), which needs to be signed by a parent or carer, as well as the student on work experience
- Ensure all volunteers and work experience students read take a copy of the Visitor Safeguarding Information Leaflet (Appendix 4).
- Ensure that volunteers without an enhanced DBS check such as a parent assisting with a trip, fund-raising or a student on work placement, are always supervised, and are never left alone with children. They would wear a red lanyard to ensure all staff and children are aware of this.

### Induction

The DSL or member of the safeguarding team will carry out an induction ahead of the volunteering placement beginning. The induction will include information regarding:

- Safeguarding procedures and personnel
- Confirmation of understanding of the relevant code of conduct

Volunteers will receive this policy to read.

The class teacher will explain how to effectively carry out the tasks required.

### Supervision

- All volunteers will work under the supervision of the class teacher of the class they are assigned to. Teachers retain responsibility for children at all times, including the children's behaviour and activities undertaken. Volunteers must refer any concerns regarding any children to the class teacher and not to attempt to deal with any such issues themselves.
- If a child requires first aid or comforting because they are upset, the volunteer should immediately refer them to a staff member
- Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

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### Confidentiality

- All volunteers are bound by a code of confidentiality.
- Information about children, parents and staff is confidential. Volunteers are not permitted to discuss issues related to children, parents or staff with those outside of the organisation.
- Whilst helping in school, volunteers may become aware of issues relating to individual children. They may see children struggling, upset or misbehaving or hear/see other information concerning a child. Volunteers must keep any such information strictly confidential and must not share anything about specific children with friends or family or a child's parent/carer even if known to them.
- If volunteers have concerns, they should raise these with the appropriate member of staff.

This doesn't prevent volunteers from adhering to the school's Child Protection and Safeguarding Policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the Designated Safeguarding Lead. If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy and inform the Headteacher.

### Security & Signing in

All volunteers must sign in and out using the Inentry system and wear a visitor badge with the appropriate coloured lanyard for the duration of their volunteering session.

### Complaints Procedure

- Any complaints made or concerns raised by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.
- The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:
  - To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
  - Offer an alternative placement or activity for a volunteer.
  - Inform the volunteer that the placement has been withdrawn.

### Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once their volunteer placement has ended

A copy of our privacy notice for volunteers is available from the office on request.

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## Appendix 1: Volunteer and Work Experience Application Form

Complete the application form in full and send to [info@cambridgeschool.hants.sch.uk](mailto:info@cambridgeschool.hants.sch.uk)

Please note that the school may not be able to accommodate your placement or all stated preferences. Following receipt of your application form, if we feel we may be able to accommodate your request, you may be invited in to meet one of the Senior Leadership Team.

### Safeguarding Statement

*At Cambridge Primary School, the Health and Safety of all children is of paramount importance. Parents send their children to school each day with the expectation that our school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.*

*Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. The Cambridge Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities and we maintain an attitude of "it could happen here" where safeguarding is concerned.*

*At The Cambridge Primary School, we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.*

<b>Data Protection Notice</b>	
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:	
<ul style="list-style-type: none"> <li>• You've given us your consent</li> <li>• We must process it to comply with our legal obligations</li> </ul>	
You'll find more information on how we use your personal data in our privacy notice for volunteers; a copy of this is available from the school office upon request.	
<b>Personal Details</b>	
Name:	
Date of Birth:	
Telephone number:	
Email:	
Home Address:	
<b>Disclosure and Barring Service (DBS) information – ignore this section if you are under 16</b>	
The Cambridge Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.	
Do you have a DBS check? (please circle)	Yes / No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	Certificate number:

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<b>Why would you like to volunteer at The Cambridge Primary School?</b>
<b>Experience and Qualifications</b>
<i>Do you have any experience working with or volunteering with children? If yes, please include details in the box below.</i>
<i>Do you have any relevant qualifications?</i>
<i>Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)</i>
<i>What is your understanding of safeguarding?</i>

<b>Preferences</b>	
What age group/year group would you prefer to work with and why?	
What activities are you hoping to help out with?	

<b>Availability</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM specific times					
PM specific times					

<b>Disability and Accessibility</b>
The Cambridge Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require.

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## Appendix 2: Volunteer code of conduct for adults based in the school environment

### Code of conduct for volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection and safeguarding
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

#### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, usually the teacher for the class the placement is based in.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour Policy, or are struggling to manage the behaviour of children with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand children or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for children by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, children.

2.5. Volunteers must not transport children in their own cars unless specific arrangements have been made with the school, and the child's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible.

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**3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school’s Child Protection and Safeguarding guidance.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Sue Tancock and the DDSLs are Sarah Kennedy, Fenella Holmes, Ollie Tomlinson and Vaiva Krivickiene.
- 3.3. Volunteers should refrain from physical contact with children, and should use their judgement to determine when physical contact is appropriate.
- 3.4. Volunteers must alert the DSL if a child develops an infatuation with them, and must not form personal relationships with children, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with children outside of school, including on social media
  - 3.4.3. Arranging to meet children outside of school
- 3.5. Volunteers should not take photos of children unless instructed to do so by their supervisor and this will be on school devices only.

**4. Health and safety**

- 4.1. Volunteers must abide by the school’s health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school’s fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge on the appropriately coloured lanyard at all times.

**5. Confidentiality**

- 5.1. Information about children, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers must not discuss children with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher, assistant headteachers or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school’s staff disciplinary procedures.

Please sign and date below:

Volunteer name:.....

Volunteer signature:.....

Date:.....

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### Appendix 3: Volunteer code of conduct for students on work experience

#### Code of Conduct for Work Experience Students (WES)

##### Safeguarding Statement

*At Cambridge Primary School, the Health and Safety of all children is of paramount importance. Parents send their children to school each day with the expectation that our school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.*

*Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. The Cambridge Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities and we maintain an attitude of "it could happen here" where safeguarding is concerned.*

*At The Cambridge Primary School, we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.*

**Our Designated Safeguarding Lead (DSL) is:** Miss Sue Tancock

**Our Deputy Safeguarding Leads are:**

Mrs Sarah Kennedy (Headteacher)

Miss Fenella Holmes

Mr Ollie Tomlinson

Mrs Vaiva Krivickiene

Mr Josh McCormack

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible on the same day. Do NOT conduct your own investigation.

#### Code of Conduct Aims

**To support work experience students (WES) with their responsibilities to safeguard children and to act appropriately by following the expected code of conduct.**

**To encourage WES to minimise the risk of inappropriate conduct occurring and thereby enable WES to set a good example to children within the school.**

For the purposes of this code of conduct 'child' or 'children' refers to those on roll at The Cambridge Primary School. However, The Cambridge Primary School is aware that the definition of a child is anyone under the age of 18 and therefore we recognise our statutory duty to safeguard and promote the welfare of work experience students under the age of 18.

#### **1. Policy principles & student conduct and values**

1.1 This policy sets out clear guidance on the standards of behaviour expected from WES on placement at The Cambridge Primary School. The principles underlying the guidance aim to encourage WES to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

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1.2 WES are in a unique position of trust and influence as role models for children at The Cambridge. Therefore, WES must adhere to behaviour that sets a good example to all children within the school.

1.3 WES also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

1.4 The school expects all WES to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children.

1.5 The Cambridge Primary School requires that all WES have read, understood and agreed to comply with this policy. When a WES is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

1.6 Breach or failure to observe this policy may result in termination of the placement at The Cambridge. If the WES is on a placement from their own school, this will be communicated with the school.

1.7 This policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, WES are expected to exercise their judgement and act in the best interests of the children and the school.

## **2 Safeguarding, behaviour and conduct**

2.1 All WES must uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position
- Having regard for the need to safeguard children's wellbeing
- Showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law
- Having proper and professional regard for the ethos, values, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

2.2 WES should have an understanding of the signs a child is suffering, or is likely to suffer harm. These include, but are not limited to, poor personal hygiene; unexplained bruising; anxiety or extreme shyness around certain individuals; aggression; sudden changes in behaviour; overtly sexual behaviour; age inappropriate knowledge of certain topics; withdrawal during certain activities. WES should know to report any of these indicators, or anything else they think could indicate harm, to the DSL or a DDSL immediately.

2.3 WES should conduct themselves in a manner in which children see them as volunteers who are working in their school, rather than as older children. If WES are not sure what this would entail, they should speak with staff members and remind themselves of the content of this code of conduct.

2.4 WES should speak positively about the school and the staff members, both during and outside of working hours. They should not share opinions about the school that could bring it into disrepute or cloud someone's judgement on it. This is particularly important when talking with children about staff members and procedures in place.

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### 3.0 Dress and appearance

3.1 All WES must dress in a manner that is appropriate to their role and that promotes a professional image.

3.2 WES should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

3.3 WES should dress decently, safely and appropriately for the tasks they undertake. Denim is not permitted.

3.4 Tattoos and body art should be covered if containing inappropriate words or images while WES are in school. Discrete earrings are acceptable. However, all jewellery and piercings are worn at the individual's own risk. Care must be taken to ensure they do not cause a health and safety hazard which might injure a child unintentionally. WES must also be aware of their own safety and ensure any jewellery cannot be used by a child to cause harm to themselves. All jewellery must be removed during P.E. lessons in line with the school's expectations of children.

3.5 Footwear must be safe, sensible, in good order, smart, clean and have regard to health and safety considerations. Trainers (unless required for PE), stiletto heels, flip flops or other footwear without backs are not acceptable.

### 4.0 Smoking, alcohol, e-cigarettes and other substances

4.1 The Cambridge Primary School is a non-smoking site. WES must not smoke or use e-cigarettes on school premises or outside school gates.

4.2 WES must not consume or be under the influence of alcohol, drugs or other illegal substances on or near school premises during their placement.

### 5.0 Relationships with children, working relationships and social contact outside of school

5.1 WES must maintain professional boundaries in their interactions with children, parents and others who work for or on behalf of the school, appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. WES should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. WES should think carefully about their conduct so that misinterpretations are minimised.

5.2 WES must not develop personal or sexual relationships with children and must not engage in any sexual activity with a Cambridge child.

5.3 WES must not make sexual remarks to a child or discuss their own sexual relationships with, or in the presence of, children. Conversations of these nature should not take place on the school site.

### 6.0 Infatuations

6.1 It could be the case that a child develops an infatuation towards a student on work experience. If a WES feels this is becoming the case, they should immediately report this to a member of the safeguarding team (usually the DSL), who will decide on the appropriate way to proceed. All such situations must be responded to sensitively to maintain the dignity of those concerned.

### 7.0 Gifts/Hospitality

7.1 WES may be given small gifts from children, such as drawings or small items. Where this happens, the WES should thank the child and make the class teacher aware, in case any patterns emerge, or the class teacher feels further action needs to be taken.

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### **8.0 Physical contact with children**

8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, in accordance with The Cambridge Staff Code of Conduct. However, this should not be the case for WES. WES should aim to uphold a 'no-touch' policy with the children. Should they believe a child would benefit from physical intervention, for example for first aid or support with equipment in PE, they will need to direct this to a member of staff.

8.2 WES should never touch a child in a way which may be considered inappropriate. They must always be prepared to explain actions and accept that all physical contact be open to scrutiny. WES must not engage in rough play, tickling or fun fights with children.

8.3 If a WES believes that an action could be misinterpreted, the incident and circumstances should be reported to a member of the safeguarding team, recorded and, if appropriate, a copy placed on the child's file.

### **9.0 Behaviour management**

9.1 WES must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. WES are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

9.2 WES should be aware that The Cambridge Primary School operates a Behaviour Policy in which we value and encourage a positive approach to behaviour. WES should interact with children in a warm and friendly manner, using praise as much as possible. They should refer to the three school rules: Be ready, Be respectful and Be safe, and the six school values: Respect, Responsibility, Teamwork, Honesty, Excellence and Happiness.

### **10.0 One-to-one situations**

10.1 WES should not be left on a one-to-one basis with a child. Any small group or one-to-one work must take place in a classroom with other children and staff around, or in a central area where the activity can still be supervised by a member of school staff.

10.2 WES should not arrange to meet with children from the school away from the school premises unless the rationale for this is clear and known to the school (for example siblings or mutual extra-curricular activities).

### **11.0 Intimate/Personal care**

11.1 WES will not be involved in any intimate or personal care of children. Any situation in which this becomes a possibility should be referred immediately to the nearest member of staff to ensure the WES is not involved in this process.

11.2 WES will only use staff toilets.

### **12.0 First Aid/Medication**

12.1 All school staff are trained to administer first aid. If a WES believes a child requires first aid, this must be referred to a member of school staff. During lesson time, this would likely be the class teacher or LSA working in the classroom; at break or lunchtime, this would be a member of staff out on duty, or a member of the office team.

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**13.0 Online safety**

13.1 Whilst on placement, WES must not engage in inappropriate use of social media which may bring themselves, the school or the school community into disrepute.

13.2 WES should not make contact with children or children's family members, accept or initiate friend requests or follow children or children's family members' accounts on any social media platform, whom they have met as a direct result of their work experience placement. We recognise there may be existing or future online connections between WES and children or families at this school due to community links.

13.3 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones.

13.4 As a precaution any other devices that can take images or can make contact with other devices (e.g. Smart Watches) should not be used around children.

13.5 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Cambridge Primary School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

13.6 WES should be mindful of the age of the children at The Cambridge. If children are accessing technology, social media sites or gaming that have age ratings above their chronological age, WES should not engage with any conversations children initiate regarding these, or indeed initiate them themselves. WES should remind children that they are in school and conversations about such things should take place outside of school, with their friends and families.

**14.0 Photography, video and images of children**

14.1 WES should only take photographs of children on school-owned devices, under the instruction of a member of school staff.

**15.0 Confidentiality, data protection and sharing information**

15.1 WES may have limited access to confidential information about children, such as conversations regarding their attainment and targets. All information received about children (including any information regarding their families) should be treated as confidential and not discussed with anyone who is not a member of school staff.

15.2 WES should immediately share with the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a child or that might suggest a child is in need or at risk of significant harm. WES should pass on information without delay in accordance with The Cambridge Primary School's Child Protection and Safeguarding policy and procedures and this should be recorded. WES must never promise a child that they will not act on or pass on any information that they are told by the child but should give reassurance that the information will be treated sensitively.

15.3 All WES should be aware of the school's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher or if the allegation is against the Headteacher, it should be reported to the Chair of Governors.

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**16.0 Political neutrality**

WES should ensure that their own personal or political opinions do not interfere with any policy of the school. This means that WES should not enter into or encourage inappropriate discussions with may offend or harm others, undermine fundamental British values, express any prejudicial views or attempt to influence or impose their personal values, attitudes or beliefs on children. WES should also be mindful of the age of the children and therefore considerate of age-appropriate topics of conversation.

**17.0 Compliance**

All WES must complete the form in the Appendix to confirm they have read, understood and agree to comply with this code of conduct.

**The Cambridge Primary School Code of Conduct for Work Experience Students (WES) Confirmation of Compliance**

The Cambridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To enable us to do so we ensure all staff, governors and volunteers are up-to-date with all safeguarding policies and documentation. It is essential that all students on work experience at The Cambridge Primary School, read and understand and therefore agree to adhere to the Code of Conduct for Work Experience Students.

I confirm that I have read, understood and agree to comply with the Code of Conduct for Work Experience Students.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

When a work experience student is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

Parent/carer name: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix 4: Visitor safeguarding information leaflet



### Safeguarding Guide for School Visitors and Volunteers

At The Cambridge Primary School, we believe all children have the right to feel and be safe so take our role in safeguarding very seriously.

**Safeguarding is everyone's responsibility.**

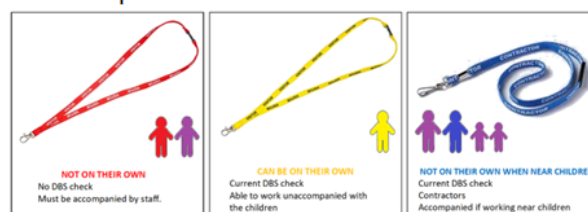
As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to. We hope you enjoy your time at our school.



### Keeping yourself safe

- Sign in at Reception on arrival. Our regular volunteers, staff and governors have a valid DBS check and wear a coloured lanyard.
- Wear the lanyard you are given on arrival and keep it visible at all times.



- Listen to the safeguarding presentation and read this leaflet on arrival of your first visit.
- Do not use a mobile phones or smart watches on the school site.
- Do not take photographs on personal devices.
- Ensure you are visible to others when working with children.
- Please do not use the staffroom. A member of staff will be happy to provide refreshments.
- Keep all information concerning children and members of staff confidential. It must not be discussed outside school.
- Treat data as sensitive and confidential; reporting any potential security breaches to the School Business Manager.
- Be a good role model to the children by being respectful and fair.
- The school has a no smoking policy so there is no smoking or vaping on site.
- Children should NOT be given unsupervised access to the internet. Please report any concerns about inappropriate internet use to the class teacher immediately.
- Visitors must sign out at Reception when leaving.

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### If you have concerns about a child

If you feel that a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately**. They will offer advice and take appropriate action.



#### The Safeguarding Team

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. A copy of the schools Safeguarding Policy is located in the school office and can also be found on the school website.

#### Types of harm

We all have a responsibility to keep children (under the age of 18) safe from harm, both at home and in school.

Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

**Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

**REMEMBER...**if in doubt...ask Please do not leave our school without telling someone or doing something.

If a child discloses they might be or have been subject to abuse:

- React calmly. *Reassure* the child that they are doing the right thing.
- Listen carefully to the child, particularly what is said spontaneously. *Record* carefully what the child says in their own words including how and when the account was given.
- Do not promise confidentiality. Explain to the child that you must pass on the information to the safeguarding team if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Date and sign any notes and immediately pass to one of the Safeguarding Team.

#### Staff Conduct

If you have any concern (including low level) about the conduct of a member of staff or another adult in school, following an observation or disclosure, you must:

- Not speak to other staff members.
- Immediately inform the Headteacher, Mrs Kennedy. In her absence, immediately inform one of the SLT team (Miss Tancock, Mrs Curry or Mrs Rajani).

If you have a concern about the headteacher, inform the chair of governors or the LADO.

[chairofgovernors@cambridgeschool.hants.sch.uk](mailto:chairofgovernors@cambridgeschool.hants.sch.uk)

Local Authority Designated Officer (LADO)  
01962 876364.

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### Pupil Conduct



We expect all pupils to follow our school rules. If you have any concern about the conduct of a pupil, please immediately report to a member of staff.

### Emergency Procedures

#### Fire

If you discover a fire:

- Operate the nearest fire alarm

If you hear the fire alarm:

- When in class, follow the guidance given by the teacher who will indicate the route to the main playground.
- When not in class, make your way calmly to the main playground via the nearest exit.
- At all times, act quietly and calmly.
- Do not stop to collect your personal belongings.

#### Lockdown

Indicated by a hand bell

- When in class, follow the guidance given by the teacher.
- When not in class, make your way calmly to the nearest classroom.
- At all times, act quietly and calmly.
- Do not attempt to collect personal belongings.

### First Aid

If a child requires first aid assistance when in school, our paediatric first aiders can be found in the school reception area.



Miss Dimmer



Miss Carey

All staff are trained in general first aid.

Thank you for visiting our school and reading this information.

### The Cambridge Primary School

Queen's Avenue  
Wellesley  
Aldershot  
Hampshire  
GU11 4AA

TEL: 01252 314885

[info@cambridgeschool.hants.sch.uk](mailto:info@cambridgeschool.hants.sch.uk)

School website:  
[www.cambridgeschool.hants.sch.uk](http://www.cambridgeschool.hants.sch.uk)

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## Appendix 5: Visitor & WEX Induction Checklist

- Complete Volunteer and Work Experience Application Form
- Meet with one of SLT
- DBS
  - Complete DBS application (if applicable)
  - Share DBS update (if applicable)
- Send Volunteer Policy
- Complete and return the relevant Code of Conduct Form
- Read Visitor Safeguarding Information Leaflet
- Complete Safeguarding induction (on first day)

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