

WINGROVE PRIMARY SCHOOL



Policy Statement for trainees, volunteers
and other adults working in, but not
employed by, the school.

For the attention of all staff.

Date formulated: February 2007

Reviewed: September 2023

Introduction

Wingrove School welcomes trainees, volunteers and other unpaid adults. We value their help and support and hope to ensure sound professional and personal development opportunities.

Induction

Unpaid adults working in the school must be given basic information such as timing of the school day, holiday dates when appropriate and the name of a key member of staff who will supervise and support them. A member of staff will show them around the school on arrival pointing out Fire Exits and explaining procedures in the event of a fire.

The supervising member of staff will meet with them regularly to oversee work.

Safeguarding

A form recording personal details including current address must be completed on arrival. This form will be kept in the school office. Proof of identity must be produced for example a passport or driving licence.

We will need to see and have the details of a current, enhanced DBS details in accordance with our single, central register.

Trainees, volunteers and other adults must sign the visitors' book on arrival and receive an appropriate badge from a member of the office staff. On leaving, these visitors must return their badge and sign out.

At no point should the main exit doors into the foyer be left open and no child should leave the building unaccompanied at any time. The door must be closed after entry and no-one – child or adult - is to be shown in by trainees, volunteers and other unpaid adults.

If, whilst associated with Wingrove School, a volunteer becomes concerned in any way for the safety, welfare or well-being of a Wingrove pupil, he /she must immediately inform the Head Teacher, Jane Mullarkey, (Safeguarding Officer and Designated Person for Child Protection) or, in the Head's absence, the Deputy Head Teacher, Trish West. The safeguarding team also includes Sue Alexander - Inclusion Manager, Gill Rutter – EYFS Leader and Diane Dick – Pupil and Family Support Officer. Please also be aware of the confidentiality statement below.

Confidentiality Issues

All paid staff must not discuss confidential issues in the presence of trainees, volunteers or colleagues who are not directly involved.

Trainees and volunteers must also respect that information disclosed about a pupil or their family in confidence must not be divulged. [For example a trainee may be given background information about a pupil in order to be able to effectively meet their needs. A volunteer may be asked to interpret for a parent. This information is not to be shared further].

Equal Opportunities

Wingrove School serves a very diverse population. We aim to promote equality of opportunity and good race relations for all pupils, staff, temporary and unpaid personnel. We expect everyone involved with the school to embrace this ethos.

Expectations

Wingrove School expects unpaid adults working in the school to behave in a professional manner, arriving on time and following health and safety agreements. In return we will offer support with work undertaken and opportunities for personal and professional development.

Right to work or volunteer in the UK

Non EU citizens will need to bring their passport, visa and work permit before we can allow them to train or volunteer in school.

Safeguarding Team

The team members pictured below are the safeguarding team. They make decisions regarding safeguarding reports in school. All staff are trained and are aware of the procedures around safeguarding ie reporting issues and completing any paperwork associated with it. All staff are aware of medical needs of pupils (Care Plans are held by Diane Dick and are displayed in the Medical Room, Staff Room, Support Office and Kitchen – if it's to do with dietary needs). They are also aware of vulnerable pupils in their care (Diane Dick also coordinates this). Children with attendance issues are also known and the Administrative Officer – Mrs Jo Prosperini deals with all issues of this nature. All information shared is on a strictly 'need to know' basis and is strictly confidential. All non-teaching staff have a first aid certificate.

Mrs Jane Mullarkey – Head Teacher



Ms Trish West – Deputy Head Teacher



Mrs Lauren Appleby – Inclusion Manager



Mrs Gill Rutter – Early Years Leader



**Mrs Diane Dick –
Pupil & Family Support**



Mr Anthony MacLeod – Pastoral Lead

