



A Guide for Students, Visitors and Volunteers

*Learning, Playing and Laughing Together
to be the best that we can be*

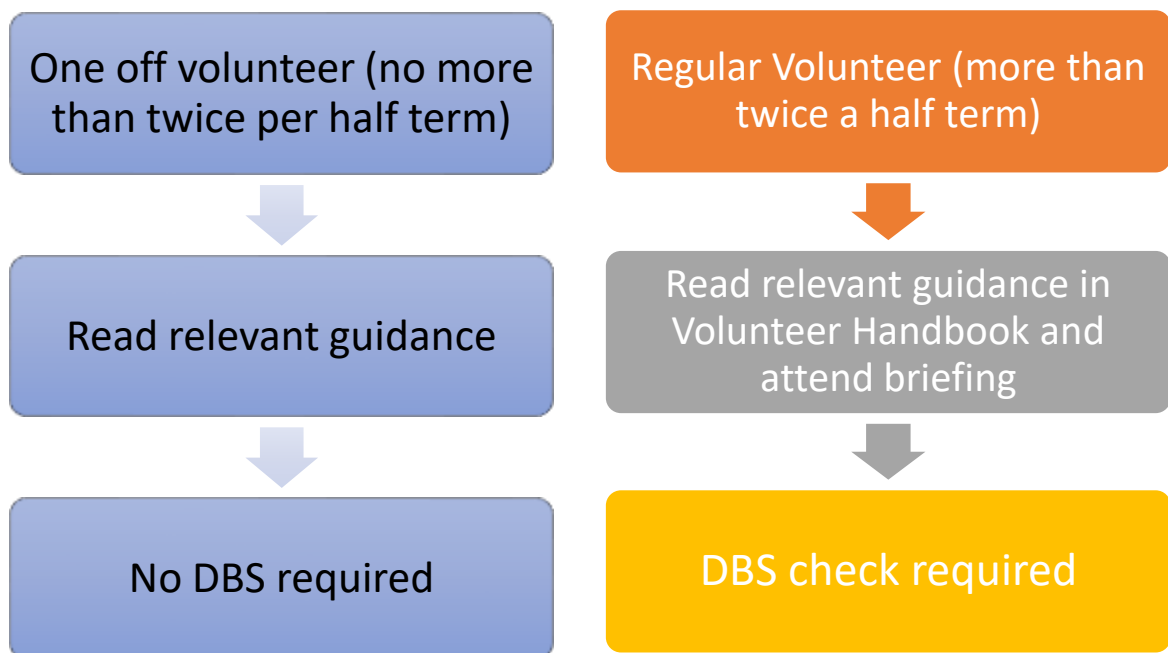
September 2025

Welcome to East Preston Infant School

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children.

The help that parents/carers/volunteers give with activities within the school is a valuable and valued contribution to the work of the school and is much welcomed by the teachers and children. Please read this guide carefully as it contains general information about our school and important Health and Safety and Child Protection procedures.

Please see the diagram below for more information on volunteering to help in school:



The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures for regular volunteers:

1. All visitors and volunteers are given a copy of this policy and a copy of Keeping Children Safe in Education Part 1.
2. Visitors and volunteers will attend a short briefing with a senior member of staff and will sign a confidentiality agreement.
3. Visitors and volunteers must sign in at the school office and wear an identification badge whilst on the premises at all times.
4. All volunteers must sign a Visitors and Volunteers Agreement.
5. If you are volunteering for off-site activities please read and sign the Off-Site Agreement.
6. The school reserves the right to decline offers of help and to ask for a character reference if necessary.
7. Anyone visiting or volunteering on a regular basis **must** have a full, up to date DBS check. Please speak to the School Business Manager to arrange this.

The Aims of the School

Our aims and values direct our thinking and are at the heart of all our policies and practice. All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below:

In a world that is rapidly changing we aim to:

- Make learning fun and inspiring, developing a thirst for knowledge and an enquiring mind.
- Foster positive self esteem by valuing all achievements.
- Nurture the whole child, developing their emotional, social and spiritual awareness.
- Provide an inclusive environment where everyone is encouraged to fulfil their potential.
- Help children to become responsible and caring citizens.
- Lead healthy lives in a happy and safe environment.
- Encourage good behaviour and mutual respect for others and the environment.
- Work in partnership with parents, carers and the wider community.

We are a Rights Respecting School. We all have the right to be:

- **educated** and we promise to create a calm place to learn
- **listened to** and we promise to listen to others
- **treated fairly** and we promise to tell the truth and be kind to others
- **safe** and we promise to look after our environment and each other
- **healthy** and we promise to make healthy choices and encourage others to do so

Disclosure and Barring Service (DBS)

All regular class helpers are subject to a DBS check. All students who are 16 or over would need to have completed a DBS check through college.

To apply for a school DBS all you have to do is make an appointment with Mr Hill, the School Manager. It normally only takes about 20-30 minutes and is all online. If you could bring in some evidence (below our examples – if you can bring one photo ID then any two others):

- ✓ Photo ID: eg driving licence/passport
- ✓ Other forms of can include ID: eg marriage licence, birth certificate

- ✓ Proof of address: eg bank/financial statement, bill issued in last 3 months (council tax can be 12 months)
- ✓ Then the system does like to have some extra information such as:
- ✓ Dates of any name changes (eg when you got married)
- ✓ Your National Insurance (NI) number
- ✓ Where you have lived in the last 5 years (MM/YY moved in)

There are others types of ID and paperwork that can be used, so if you do not have of the above then by all means email sbm@epinf.co.uk to check and clarify.

When You Arrive at School

For a variety of Health and Safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the main entrance. Helpers must first report to the office staff and sign in using the ipad system. A badge should always be worn during your time spent in school.

For your own protection/safety we ask that adult helpers do not enter the classroom unless the class teacher is present. Under no circumstances should you be alone with a child in an enclosed space without the specific permission of the Headteacher or the Deputy Headteacher.

Whilst helping in school you will be covered by the school insurance policies for accident and third- party risks etc. Please read the Fire Alarm Procedures which are displayed in each classroom. All visitors to school are asked to sign in at the Reception Area Please have a look at the Fire Evacuation Plan to familiarise yourself with evacuation procedures. The school has a Health and Safety Policy available on request from our school office.

If you are working away from the classroom, i.e. assisting in a survey around the school, and the alarm sounds, please escort the children out of the building by the nearest safe exit and meet the class teacher on the playground. All members of staff are aware of their roles should this situation occur. Please listen to the class teacher and stay with her/him and the class which you are helping.

Please remember to 'sign out' on leaving. This procedure is vital, not just for security, but, should there be a fire drill it is necessary to know who is on the premises. If the school does not hold emergency contact numbers for your next of kin please leave them at the office.

Your Commitment

Please clarify when you are available to help. If you are unable to keep your commitment please advise the class teacher as soon as possible. You can email them via the office or year group emails

Reception	yearr@epinf.co.uk
Year 1	Year1@epinf.co.uk
Year 2	Year2@epinf.co.uk

Dress Code

Staff and other adults should ensure that they are dressed decently, safely and appropriately. Students, please note that jeans, trainers and short skirts are not permitted.

Refreshments

If you would like a drink during your visit, this can be brought to you by a member of staff to have in an area away from children. Hot drinks are not permitted in areas where children are working.

Behaviour of Children

The children should be courteous, use polite language and listen when others are speaking. Encourage them by praise and by setting a good example. If any child misbehaves, please make sure that the teacher knows about it. The aim is that everyone shows each other care and consideration and the importance of following our Golden Rules is constantly promoted in assemblies and classrooms. It is not expected that volunteers will discipline children. The school's Therapeutic Behaviour Policy can be found on our school website.

Our golden rules are:

- We are kind and helpful – we don't hurt anybody's feelings.
- We are gentle – we don't hurt others.
- We listen – we don't interrupt.
- We work hard – we don't waste our own or others' time.
- We are honest – we don't cover up the truth.
- We look after property – we don't waste or damage things.

Developing Independence

At East Preston Infant School our aim is to encourage independence of all children when they carry out activities. Many of these activities require supervision by an adult, the end results, should, however, be the achievement of the children. Aspects of safety relating to tasks being undertaken are always discussed with the children. These should be constantly reinforced at all times. You will be directed by the class teacher about activities or tasks to be undertaken.

Supervision

All visitors and volunteers are under the supervision of the class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the class teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

First Aid Procedures

First Aid should ONLY be administered by a qualified member of staff. If a child you are working with requires First Aid, please inform the nearest member of staff immediately.

First Aid Co-ordinator: Mrs Carol Chilvers

Qualified First Aiders: Teaching and Learning Assistants and Midday Meals Supervisors.

Reporting of any Health and Safety Concerns

Accidents and Incidents:

All accidents and incidents, even minor ones, must be reported to a member of staff so that they can be recorded.

Faulty equipment, broken furniture, dangers outside must be reported so the appropriate action can be taken. It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues, and persons who may be affected by their action at work. We request that all adults take responsibility for health and safety of themselves, other adults and children in school.

Child Protection/Safeguarding

Any adult working with an individual child or group of children needs to both safeguard themselves and be aware of their responsibilities towards safeguarding children.

Our Designated Safeguarding Lead (DSL) for child protection and Prevent is **Miss Philippa Moulson – Deputy Headteacher**

Our Deputy Designated Safeguarding Leads (DDSL) for child protection and Prevent are **Mrs Claire New - Head Teacher** and **Mrs Claire Greenway – SENDCo/Inclusion**

We are a Rights Respecting School, Article 19 of UN Convention on the Rights of the Child states:

“Children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care from those looking after them.”

All adults who come into contact with children in their work have a role to play in safeguarding children.

You have a duty to refer any concerns not to decide whether or not it is child abuse.

Abuse can be physical, emotional, and sexual or neglect.

You need to know that:-

- It can happen here
- ANYONE CAN ABUSE

The worst thing you can do is nothing.

If a child makes a disclosure to you must follow the Golden Rules below:

Golden Rules

- **Do** listen carefully and calmly to what the child has to say, but do not question them
 - **Do** make accurate notes about your concerns and the actions you took and give these to your DSL
 - **Do** inform your DSL of any concerns-however unimportant you may think they are
 - **Do** be alert to signs of abuse and neglect. It can happen anywhere
 - **Do** ensure that you follow the guidance for safe working practice
- Have a member of staff with you, if at all possible.**

- **Do not** question or lead the child in any way.
- **Do not** promise the child that you will not tell anyone else. Instead explain that in order to help them you will need to talk to other people.
- **Do not** try to 'go it alone'. Children are best protected when all agencies work together.
- **Do not** discuss issues with parents/carers unless part of an agreed strategy.

Always inform the DSL

Main Categories of Abuse

Definition of Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Fabricated or Induced Illness may also constitute physical abuse when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse.

It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical and emotional harm or danger, ensure adequate supervision or the failure to ensure access to appropriate

medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (eg. rape, oral sex or buggery) and non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet) by establishing a close relationship or friendship. Sexual abuse is not solely perpetrated by adult males. It can be committed by women or other children.

Emotional Abuse

The persistent emotional ill-treatment of a child as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

There are also other forms of abuse not documented here, such as child sexual exploitation, peer on peer abuse, female genital mutilation or radicalisation. You can find more information about this in Part 1 of Keeping Children Safe in Education document or our own 'Safeguarding Children' booklet, which is available on request from a DSL or in the staff room.

Best Practice

Anyone working in school could be the person a child discloses to or be witness to an incident, it is therefore important to be aware of the importance of keeping accurate records.

Not all child protection concerns result in a referral - small pieces of information may not be significant on their own, but can help to contribute to a 'jigsaw'

picture of abuse. The DSL will make the decision as to whether to refer an incident further.

How Notes Should Be Made

Make a record of all information and concerns and pass the information on to DSL. There is a form in the staff room on the safeguarding board. This will be scanned and saved onto CPOMS, our monitoring programme.

Include the following:

- Date of incident
- Date of record being made
- Name and date of birth of child(ren)
- A **factual account** of what happened (record exactly what the child said)
- A note of any other people involved e.g., as witnesses
- Printed name of person making the record
- Signature

Confidentiality

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any conversation with parents or others related to such information is a breach of the school's confidence. Even a comment such as, 'your child reads well,' is not acceptable, as others will wonder why you have not said that to them!

It is very important to treat anything you hear or see in school regarding particular children as being in absolute confidence and entirely a matter within the school. Any information that leads you to believe a child is at risk should be mentioned to the Headteacher or Deputy Headteacher.

Similarly, you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

Although it is pleasant to work with your own children this can have a detrimental effect on their attitude and concentration, and you may be asked not to do so. Equally you may not want to work with your own child. The Headteacher reserves the right to make the decision. If a volunteer or helper is found to have breached confidentiality then regrettably they will no longer be able to continue to help in school.

Please be aware that there is confidential information on some children that only the Head Teacher or DSL have the legal right to know or see. It is up to the DSL to inform other staff as necessary.

Safe Working

This section comes from the **Code of Conduct** and aims to safeguard young people and reduce the risk of staff and other adults being falsely accused of improper or unprofessional conduct.

Staff and other adults are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their behaviour.

Whenever possible seek to **avoid being alone** with pupils, if this cannot be avoided you should ensure that there is visual access e.g., by leaving the door open, working in a corridor group space.

Staff and other adults should avoid the use of any **unnecessary** physical intervention as part of their work with pupils. There may be times when a distressed child needs comfort and reassurance, which may include physical comforting such as a caring parent would give, however, volunteers should avoid giving this and return the child to the class teacher. Care should be taken regarding use of language and dress code.

Mobile Phones, Taking Photographs or Video

We ask that Visitors, Volunteers and Students do not use mobile phones, including texting, in any areas where children are present. Phones should be set to silent or switched off when you arrive at school. If you need to make a call please go to the Office/Reception area. Under no circumstances should visitors take photos or video on personal equipment e.g., phone. Photos or recorded images of children and staff can only be taken with prior permission from the Head Teacher or Deputy Head Teacher.

Internet Use

Our school has a clear policy on access to and use of the Internet, both by staff and pupils. Under no circumstances should inappropriate images be accessed in school.

Social Networking Sites

We are aware that sometime schools, school staff, governors, children and their families are discussed on social networking sites. Careless remarks can be damaging to a school or individuals' reputation. Any case of harmful, offensive, libellous or otherwise inappropriate postings /messages on social networking sites directed towards the school, member of staff, children or governors will be treated as a very serious matter. Incidents such as these can lead to potential criminal prosecution and civil claims including libel.

Confidential Reporting (Whistle-Blowing)

Whistle-blowing is the mechanism by which staff and other adults can voice concern, made in good faith, without fear of repercussions. Staff and other adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management or relevant external agencies. The welfare of children is paramount (Children Act 1989). A copy of the Confidential Reporting Policy is available on the school website.

Reading with children



How to Read Monster Phonics Books

1. Before reading the story, look at the pictures and talk about what the story might be about. Use this as an opportunity to highlight and discuss any unknown vocabulary.
2. On pages 1 and 2, practise reading the words in the tables. Read these in a fun way by reading the words in different directions or by reading similar looking words first, such as cake, take, rake. Read the 'wow' words. These encourage your child to use interesting vocabulary in their own writing.
3. Enjoy the story together. Your child may need more or less support to read. In each book, colour highlights the focus spelling (grapheme). Monster Phonics also uses colour to help children to read high-frequency words (common words such as 'when' and 'said') with fluency. You will find that the colour is dropped from the word once that spelling has been taught.
4. After reading the story, there are a set of questions to ask your child. In Year 1 and 2 books, these appear at the end of the book. In Reception books, they appear at the start under 'Things to think about before reading the story'.

Some books also have an optional section for an adult to read at the bottom of each page.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Headteacher. Any complaints made by a visitor or volunteer will also be referred to the Headteacher.

The headteacher reserves the right to take the following actions:

1. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again.
2. Offer an alternative placement in another class.
3. Inform the visitor or volunteer that the school no longer supports their attendance at school.

Thank you

In case we forget to say so, please be assured that we really do appreciate your help. If you have any worries or queries, or any good ideas on how we can improve something, please let us know.

One Off Volunteers- Visit Volunteers

We are very grateful to family members who support us when attending visits outside of school. Without this support the visits would be unlikely to go ahead.

There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. We are committed to safeguarding and expect all volunteers to share this commitment.

The following must be maintained in the interest of all:

- Mobile phones and other communications devices such as smart watches, tablets etc. must be kept in silent mode and must not be used (for any purposes) while in sight of the children. If you urgently need to use your phone you must wait until a time when you can step away from the group, ensuring the children are properly supervised and another adult is aware that you are stepping away.
- No photographs of children should be taken unless specifically asked by a member of school staff. These must only be taken using a school camera or iPad.
- Parents/helpers must not be alone with a single child at any point.
- Parents/helpers are highly unlikely to be asked to escort children to the toilets. If, when you use the facilities, you have any concerns about the safety/appropriateness of the toilet area and facilities then you should immediately alert a member of school staff.
- Parents/helpers will not be expected to administer any medicines or first aid; this will be the responsibility of the school team. However, you must familiarise yourself with who the first aiders are in case of an accident.
- While you are on the school trip it is important to remember that you are there to look after all the children in the group and not just your own child. You should not do anything which could be seen to favour one child over any other. You may be asked to supervise a group which does not include your own child; this is at the teacher's discretion.
- All adults must speak kindly and sensitively to all children. We are there to care for and nurture them.
- You may become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any conversation with parents or others related to such information is a breach of the school's confidence. If a volunteer or helper is found to have breached confidentiality then regrettably they will no longer be able to continue to help in school.
- Cigarettes and e-cigarettes should not be smoked on school premises or while with children on a trip.