



Volunteer Induction Booklet

At The Spinney Primary School we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

The Spinney Primary School

Hayster Drive

Cherry Hinton Cambridge

01223 568836

Welcome to The Spinney Primary and thank you for volunteering to help us in school. This induction pack is for all new volunteers and will help you settle in quickly. There may be other things that you need to know, so please just ask a member of staff who will help you or point you in the right direction. Our school values are so important to us and help us work together as a successful team.

At The Spinney we aim

- To provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.
- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide a rich, stimulating curriculum that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study.
- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To provide a broad-based curriculum, including delivery of the National Curriculum.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.
- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds.

Information

1. Safeguarding

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.

The school operates a stringent Child Protection Policy, in line with Cambridgeshire Area Child Protection guidelines. On application to be a volunteer helper, references will be required and depending on the circumstances, you may be asked to complete a DBS (Disclosure and Barring Service) check. **Any welfare issues must be referred to a member of staff immediately. They will advise whether this needs to be referred to the Designated Persons, namely Rachel Snape, the Headteacher or Lee Mawson, the Deputy Headteacher**

Information about Child Protection, Safeguarding and Whistleblowing can be found on the noticeboard in the Team Room. If you are asked to complete a concern form – these can be found in the blue box in the team room also.

2. Signing in

Please make sure you sign in the visitors' book and request a visitor badge to wear, so people know you are a visitor or volunteer.

3. Working in our school

When you are working in school, you are always under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own.

4. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour please tell one of our staff immediately who will deal with the child appropriately.

5. First Aid

First Aid equipment is available in the school office and there is a list of qualified First Aiders in the entrance hall and office on the board. Mrs Moore is our lead First Aider. All staff have undergone basic first aid training. If a child hurts themselves please notify a member of staff immediately.

6. Emergencies - fire

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire a loud klaxon will be heard. All should assemble on the playground facing the school building.

7. Refreshments

You are welcome to join us as a volunteer, in the team room at break times.

8. Confidentiality

All information regarding pupils and staff must remain confidential. Please abide by the information sharing protocol in the team room.

9. Dress Code/Mobile Phones/Facebook

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

10. Policy documents

Essential documents are available on the school website and from the school office. Please see:

Keeping Children Safe in Education, Safer Working Practice Policy, Safeguarding and Child Protection Policy, Prevent Policy, Behaviour and Discipline Policy, Bullying and Harassment Policy, Computing Acceptable Use Policy, Whistle Blowing Policy, Health, Safety and Welfare Policy, Fire Procedures.

11. Website information

First take a visit to our school web site www.spinney.cambs.sch.uk where you will find a lot of useful information.

The School Day

8.45am	School gates are opens for children and parents (8.00am Breakfast Club run)
8:55am	Registration, Early Morning Work
9.15am	Assembly
9.30am	Session 1
10.40am	BREAK
11.00am	Session 2
12.00pm	LUNCH
12.45pm	Cooling down bell
12:55pm	Afternoon Session 3 and 4
3.15pm	End of school day

We hope you have a very happy and fulfilled time at The Spinney Primary School. If you have any questions or are not sure about anything during the school day, then please don't hesitate to ask the office staff, the Headteacher or another member of staff, who will be happy to help you.

Induction Checklist for Volunteers

Name _____ Start Date _____

Name of Staff Induction Person _____

Induction Element	Tick and initial on completion	Notes
Day One		
Meet Headteacher/School Business Manager for an introduction to the school		
Check DBS and identity on first visit		
Show where sign in/out book is kept and adhered to		
Information shared regarding Child Protection and Designated Person		
Information shared regarding confidentiality and information-sharing protocols		
Meet member(s) of staff who you will be working with and be shown the tasks expected and where you will be working		
Tour of the school and facilities		
Emergency procedures and security procedures		
Use of personal mobiles, dress code and code of conduct		
Health and safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Essential policy documents (in folder or on website) to be read: Behaviour Policy Bullying and Harassment Policy Health and Safety Policy Keeping Children Safe in Education Prevent Policy Safeguarding and Child Protection Policy Safer Working Practice Policy Whistle Blowing Policy Fire Procedures		