



RESPECTFUL



AMBITIOUS



RESILIENT

GUIDELINES AND CONDITIONS FOR HELPING AT WREN PARK-
COVERING VISITING SPEAKERS GUIDELINES

Wren Park “One school, kind and resilient together”

Committed to the Safeguarding of all children at Wren Park

Thank-You

We want our school to be open and welcoming to all who support our children. We are grateful for the help we receive from volunteers at school as this helps us to provide additional support and opportunities for our children and without support, events and school trips may not be possible - your contribution is greatly appreciated.

We hope you enjoy your time with the children and staff at Wren Park.

Before we get started!

In line with Keeping Children Safe in Education (2024) risk assessments must be undertaken for any volunteer, whether as a parent helper, general volunteer or work experience students.

A condition of helping at school is that you are willing for us to conduct a DBS check to verify your suitability for working with children, or for the school to use their professional judgement and experience to decide whether one is required.

You may also be asked to provide the names of a referee and evidence of appropriate qualifications - this will be discussed with you at your induction.

Before Starting work in school on a regular volunteering basis you will be required to read Keeping Children Safe in Education 2024 Part 1 and Appendix A and B.

Ways in which you can help

There are a number of ways in which you can help at school depending upon your skills and interests - These may include:

- Classroom help
- Hearing readers
- Library tasks

- Helping make resources
- Gardening activities
- Help with trips
- Swimming spotters
- Talk about your profession, culture, religion
- Help with sports clubs

Reliable Help

We welcome help in many ways and we are grateful for your support whether it is for a short period or regular help over a long period of time. If for any reason you cannot come to school at the expected time (and we appreciate that this may happen) please telephone school so as we can make alternative arrangements for any activities which you are supporting.

Child Protection/Safeguarding

If you have any concerns over the safeguarding or protection of children please raise these with Mr. Buckley (our DSL - Designated Safeguarding Lead) or Mrs. Pettit (Deputy DSL) as soon as possible.

Code of Conduct

We expect that all adults in school are good role models for our children and maintain a positive and professional relationship with them. We have a number of policies which explain how we safeguard our children and keep them safe (these are available from the staff room and you will be made aware of these at your induction).

If you are concerned or uncomfortable with something you have seen or heard in relation to the behaviour of an adult in school then it is essential that you bring this to the attention of the DSL (Mr. Buckley) as soon as possible and before leaving school. Reporting **Low Level Concerns** are essential in our practice to ensure children and staff are safe within Wren Park and improving safe practice.

Your Behaviour

We expect all volunteers to be doing so with the purpose of helping the children in a healthy and positive way which does not undermine school values, British Values or the Protected Characteristics of our diverse community. All volunteers should model the utmost respect to our school community and views should not undermine Fundamental British Values. Any conversations with a child should be of an age-appropriate content.

The school actively promotes equal opportunities and respect for each other and those with protected characteristics we ask you to support us with this. Any comments or behaviours which indicate you do not support the ethos of our school will result in you not being able to volunteer at school.

We hope that you feel welcome, and the children see you as a supportive and trusted adult, whilst we expect a kind and friendly disposition please remember not to be over-familiar with any child.

Visiting Speakers

We value the contribution visiting speakers can have upon enhancing the curriculum and experiences for the children to motivate, educate, inspire and inform. However, prior to presenting it is essential that you share the content of any materials or points you will be

presenting as it is essential these are compatible to British Values, appropriate content and ethos and values of Wren Park.

Basic Rules

Do not use physical contact with children as a general rule. Although children particularly young and vulnerable may seek physical contact when hurt, even if they are familiar with you from out of school, needing comfort or support as this leaves you vulnerable to an allegation if you reciprocate or promote physical contact. Please direct a child to a member of staff if they seek physical contact.

As part of your role as volunteer, to safeguard both you and the children, you will not be asked to supervise children in isolation. At all points you should ensure that you are not left alone with children. If working with a small group, try to ensure that you are not left alone with less than 3 children and if not in the classroom under direct supervision of staff, keep doors open and tell another adult who may be close by.

Please follow our school Relational Behaviour policy and guidelines for dealing with children's behaviour and wherever possible, refer to staff for support. It is important that volunteer conduct is at the same professional level as all other adults working in school.

Be careful not to be over familiar with children and do not contact them or allow them to follow you on any social media.

Use of phones in school is not permitted, apart from in the office areas. We do not allow volunteers to take photographs or recordings of children.

Confidentiality

As a volunteer at school, you may be approached by other parents and questioned about how their child is doing at school or about other school issues. It is important that you are able to respond appropriately, that is to say that they should see a class teacher or Headteacher as you are not allowed to talk about school issues with them - we have found that this helps you not to compromise confidentiality or being drawn in to opinions and debate. We want to look after you too! Please remember that no information regarding Wren Park should be posted on social media or discussed with anyone outside of school.

Health and Safety

It is important that we know who is on school premises so we ask you to sign in using the computer system, situated on the reception desk at the main entrance and you will be given a visitor badge every time you help in school. Remember to sign out on the system when you leave and leave your badge at the office! Please be aware of fire exits.

There may be activities which may carry some risk at school - please think first and check with a teacher before carrying out activities. Even if you are helping with a display in school, it is important to receive advice first from the teacher or Headteacher - it is better to be safe than sorry!

Please notify the office or the Headteacher if you have any medical conditions that we need to know about in order to help keep you safe. No medicines are allowed on the school site for volunteers- if you do require medication for an ongoing condition whilst at school you must speak with the DSL in advance of bringing medicine to school.

Complaints/Whistleblowing

If you are at school and see or hear something which causes you a concern then please talk about this with a teacher or the Headteacher (Mr. Buckley), Deputy Headteacher (Mrs. Pettit) or Assistant Head (Mr. Bull) There is a whistleblowing policy available from the staffroom if you have a concern which cannot be dealt with in the above way. This is the case for any Safeguarding concern or Low Level Concern (see above).

Housekeeping

You are welcome to join us for a drink at playtimes and lunch times; please do not stay in the classroom by yourself.

The toilets are situated in the corridor outside the main offices.

If you are working with us as part of your work experience and you are aged between 12 and 18, we also require parental permission for you to leave the premises at lunch time.

The Future

Many volunteers enjoy working in school so much that they do so for many months and years; this has helped many volunteers gain experience and confidence for returning to work or moving to other fields of work. We would like to support you with this and may be able to give you a range of experience which may be helpful. Please feel free to make an appointment with Mr. Buckley to discuss this further.

Once again thank you for your volunteered help.

Welcome to our school.