



KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Volunteers in School Policy	
Date Written:	November 2015	
Date Updated:	January 2017	
Updated By Who:	Deputy Head	
Policy Originated from:	Kingsnorth Primary School / Aquila/KCC/SPS	
Date To Be Reviewed:	January 2018	
Policy Approved By:	SLT:	
	Staff:	
	Governors:	

Our Vision Statement:

Kingsnorth...the best days of OUR lives!

Kingsnorth Values Statement

At Kingsnorth we ACHIEVE by...

- Aiming high Academically, Spiritually, Socially and Emotionally
- Challenging ourselves constantly to improve our learning
- Helping each individual reach their potential
- Inspiring others and being inspired
- Encouraging risk taking
- Valuing others and feeling valued
- Enriching lives through our Christian Values to become future citizens of the world

Our 5 Key Christian Values are:

Thankfulness, Friendship, Trust, Compassion and Endurance

Statement of Intent

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities

All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.



We have many visitors to Kingsnorth CEP School – students, volunteers, advisors, trainees, secondary pupils on work experience and parent helpers. All are most welcome. We hope you enjoy your time with us whether it is a day, a week or a year-long attachment. The following information is designed to help you settle down easily and quickly – if you have any further questions please contact the School Office by phone or email.

APPLYING FOR A STUDENT or VOLUNTEER PLACEMENT AT KINGSNORTH CEP SCHOOL

If you would like to apply for a student/volunteer placement at Kingsnorth CEP School, please contact school on 01233 622673 and ask for Mrs Sullivan.

School will need to know:

- Your name
- Your address
- Your telephone number / email address
- That you can provide identification for yourself
- Who your education provider is i.e. Ashford College if you are a student.
- The duration of the placement ie one term, two terms, all year
- How many days per week you will be in school
- Which days of the week you will be in school
- That you have an Enhanced Disclosure. Please ask the school about this.
- Which course you are undertaking ie NVQ 3 Diploma in Supporting Teaching and Learning etc, if you are a student if applicable
- The name of your tutor and their telephone contact details / email address.
- The names of 2 professionals who are willing to give you a reference.

We will invite you to interview (with a member of the Senior Management Team) where we can discuss your placement and let you know if you have been successful in your request. Once successful you will have an 'induction' meeting where 'Safeguarding' policies, Health and Safety, Behavior. Acceptable Use Policy, Confidentiality others will be discussed with you. All visitors will be asked to read, understand and sign all safeguarding policies.

You will need to apply in writing.

All placements are on a trial basis and can be terminated by school at any time.

The following conditions apply:

Students will:

- Attend regularly and on time (placements will be withdrawn if attendance / timekeeping becomes a cause for concern)
- Contact school if they are absent due to illness before 8.30am (leave a message on the answer-phone if necessary)
- Adhere to the dress code for school
- Adhere to health and safety regulations
- Follow instructions given by school staff
- Ensure confidentiality is maintained at all times

Volunteers are welcome to have refreshments in the staffroom and are asked not to go into the playground at playtime and lunchtime.

Unfortunately school does not offer short term placements for students (anything less than one term) with the exception of school works experience that has been arranged via their secondary school.



If you would like to apply for a work please apply in writing via email to Mrs Sullivan deputy@kingsnorth.kent.sch.uk or Mrs Love amlove@kingsnorth.kent.sch.uk

Policies: The important bits

This document refers to the most important bits in our Safeguarding Policy, Behaviour and Discipline, Anti-Bullying, Equality and Racial Discrimination Policy and Allegations Against Staff. It is to be used as a 'quick reference guide.' For the full policy guidance please read the relevant policy. The Designated Safeguarding Lead (DSL) is the Deputy Headteacher - Mrs Sue Sullivan. In her absence contact: Deputy Designated Safeguarding Leads: Mrs Amanda Love (Assistant Headteacher) or Mr Iain Witts (Headteacher)

If a child makes a disclosure: (Safeguarding Policy)

- Allow the child or young person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback)
- Not ask leading questions or probe for information that the child or young person does not volunteer
- Reassure the child or young person that they have been heard and explain what you will do next and to whom you will talk never promise 'you won't tell anyone'
- Record the conversation as soon as possible Inform the DSL Causes for concern/welfare concerns need to be recorded on a '**Green form**'
- Child's name and date of birth
- Child in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and times(s)
- A verbatim record of what the child or young person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map. (each class needs master copy.)
- Action taken These green forms are the beginnings of what may be a bigger picture, they form a running record, these concerns are added to a 'chronological' record of events. A trivial concern on its own might not seem important, but after a few for the same child, or siblings, it could form a pattern.

Concerns involving members of staff: (Safeguarding and Allegations against staff policies)

- **All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**
- This school recognizes that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Head Teacher who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the headteacher then staff are advised that allegations should be reported directly to the LADO.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.



- All members of staff are made aware of the School's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk
- For specific guidance on how to respond to allegations against staff, please refer to the Safeguarding Policy and Managing Allegations Against Staff Policy. For other allegations refer to the Whistle Blowing Policy or (All documents are available in the Purple Folder in the staff room. As well as The staff shared area "Safeguarding 2016" and the school web site)

Records:

All CP records including concerns are confidential. However, sometimes children have siblings in other classes which may require you and/or your TA to know concerns have been raised. Children who have already been referred to Social Services the records are kept separately and on their 'buff' folder is a red dot. This signifies additional records are kept as well as them being known to social services.

Racism. (see Equality and Racial Discrimination Policy)

Racism: We endorse the recommendations of the Steven Lawrence Inquiry report. We accept the definition of racism and institutional racism included in the report.

Racism : Conduct or words that either advantages or disadvantages people on the basis of their colour, ethnic origin, nationality, cultural, religious or linguistic background.

Institutional racism: the collective failure of an organisation to provide appropriate and professional service to people on the basis of their colour, ethnic origin, nationality, cultural, religious or linguistic background.

A racist incident is: **any** incident that is perceived to be racist by the victim or any other person.

All members of the staff are responsible for following Kingsnorth School's Racial Incident Reporting Procedure. These incidents are then reported to KCC. This would apply to parents who could be reported to the Head teacher as being the perpetrator of racist incident. We have a duty to report and if necessary report it to the police.

The same procedure applies to bullying. Although not necessarily to the police unless its violent, threatening or abusive behaviour. It's the same form and a record of such incidents have to be kept for 25 years.

Bullying (see Anti Bullying Policy)

Bullying is: "**Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally**".

Bullying can include: name calling, taunting, mocking, making offensive comments,; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and Instant Messenger); sending offensive images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

Behaviour and Discipline: (see Behaviour and Discipline Policy)



Positive Action : The school's expectation and emphasis is on rewards to reinforce good behaviour, rather than on sanctions. Therefore learning is celebrated in many ways. Certificates are awarded to the children. The certificates are awarded for our 'School Values' for 'Learning' and for a 'Positive Action'. The certificates carry a two house point award. Each child belongs to one of 6 named houses, Beckett, Churchill, Dickens, Harvey, Holmes, and Shakespeare. The house points are awarded for excellence in work, behaviour or social contribution. A weekly report is shared in assembly of the number of house points awarded to each house, culminating in a trophy being awarded at the end of the year. Other 'Positive Action' awards are a positive action sticker or slip. These are equal to our 'wow' slips and both are 1/5th of a house point. The class can also be awarded 'positive action' tokens. The class will decide a 'class threshold' for example 100. Once this is achieved the class will earn a reward. The tokens could be linked to the existing house points, to our values or to positive action or all three. This will be developed through the 'class agreed conduct'

The school choices and consequences are clearly displayed in all class rooms and around the school. These need to be consistently enforced and recorded by all teachers and staff. All staff should use the same consequences and once applied it is their duty to inform the class teacher. 'Positive Action' is a key tool in the tracking of 'cumulative' or constant low level disruption, where children may reach RED 2 and are removed from the class. If the child continues and reaches RED 3 the class teacher will fill in and complete the 'Positive and Negative Actions' forms. This form needs to be copied – a copy sent home with the child and the Class teacher/TA will inform the parents that their child has a 'form'. Another copy will be given to the Deputy Headteacher who will record and collate. If a child receives three in ANY 6 week period, their parents/carers will be invited to a meeting to discuss their child's ongoing behaviour. This will be equivalent to RED 4. The school will offer 'early help' to support the child as they could be at risk from exclusion. All RED 1 and RED 2 warnings are to be recorded by the class teacher. RED 3 if its cumulative the class teacher/TA will record. However, if it is extreme, violent, aggressive, or racist conduct, depending on the severity, the Positive Action form will be completed by the Deputy/Assistant Head, the form sent home and parents informed.

Verbal warnings (Verbal and RED)

RED 1 - removed in class 5 minutes

RED 2 - removed from the class 5 minutes

RED 3 - sent to deputy head or assistant head and may result in separate supervision during break or lunchtime

RED 4 - parents informed by letter, phone or face to face

In extreme circumstances Internal, Fixed-term or Permanent exclusions will be considered in line with the School Exclusions Policy

RED 5 - fixed term exclusion (can be internal or external)

RED 6 - exclusion (See the Exclusion Policy)

Rewarding positive behaviour, demonstrating school and Christian values, and rewarding effort.

30/04/18



Dear Student/Volunteer

Thank you for coming to our school.

Please could you read, sign and date this Code of Conduct.

I Will:

- Sign and date the Code of Conduct.
- Dress appropriately when in school (attached)
- Treat all information in school confidentially and not share anything I see or hear outside school or on the internet. (eg Facebook, Twitter etc)
- Follow the school policies.
- Help to promote high standards and values in our children.
- Enter the school via the main entrance, signing in and out.
- You have read and understood the 'Policies Important Bits' & 'Dress Code' sheets

We Will:

- Place you in a class that suits your talents and time available.
- Treat you with respect and as part of the team.
- Appreciate the time that you have given us.

	'Policies & Important Bits'	Dress Code	I agree to the above	DATE	NAME	SIGNATURE
Signed by the Student/Volunteer						
Signed by a member of the SLT						

Thank you for your time and support.



Kingsnorth Church of England Primary School

STAFF DRESS AND CONDUCT

1. Staff members are role models and, as such, should always give careful consideration to how they dress and act. To ensure consistency across the school it is important that the message given to pupils about expectations for clothing is reflected in the professional clothing choices of all staff. E.g. No jeans, or flip-flops (A backless, often foam rubber sandal held to the foot at the big toe by **means** of a thong) as opposed to a sandal (a light shoe often leather with either an openwork upper or straps attaching the sole to the foot) uncovered shoulders (i.e. no “spaghetti straps” on summer clothes), or sports clothes when not teaching sports etc. Whilst it is not possible to list every possible clothing option here, it is hoped that staff will support the safer code of professional conduct and will dress in a way that reflects the high esteem in which we are held by children and their families. Staff members should wear PE clothes and trainers when teaching PE, games and swimming lessons. To be consistent with the expectations for the children, staff should change into these for the morning or afternoon period whenever the lesson is taught and PE clothes should not be worn throughout the day. Teaching assistants attending to support the learning of pupils in a PE or Games lesson should at a minimum have a change of appropriate shoes.

Whenever in school e.g. undertaking PPA or subject leadership responsibilities staff should maintain a high standard of professional dress to maintain a professional appearance and to be consistent with the high expectation placed on children and the families of our school community, the wearing of casual items such as jeans, sports clothing, football team clothing or items of clothing that could be deemed by others as too revealing should be avoided.

Please dress appropriate to your professional responsibility whenever in and around the school site.