

# WHEATFIELD PRIMARY SCHOOL

## Governors, Volunteers & Student Placements Handbook



This handbook has been written as an induction program for the benefit of governors, volunteers and students. It has been designed to help you and provides essential information about your time with us. It will be updated annually and handed to all new governors, volunteers and students.

**Please complete and return Pages 16 to 19 of this document to Denise in the school office. Thank you.**

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## Induction

As part of our induction process we need you to read through this document and sign the Governor's, Volunteer's and Students Declaration of Suitability at the end; this must be completed and handed into the school office before your placement/start date commences (and for governors annually).

Wheatfield Primary School would like to welcome you to our school community. We very much value the participation of governors, parents, carers, students and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development and wellbeing of our pupils.

**If you have any paperwork requiring completion by a member of staff during your placement, please ensure that this is handed in promptly during the week. Please do not leave this until Friday expecting completion the same day.**

We will seek to provide any necessary guidance or support which may assist you during your time in school.

As a school we also have a responsibility to ensure that our governors, volunteers and students are aware of certain obligations placed upon them through undertaking activities within the school environment and working with children. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding inspection requirements:

- Governors, volunteers and students must be willing to comply with school policies and procedures at all times and must follow any instructions provided by the appropriate member(s) of staff.
- Governors, volunteers and students must not be alone with a single child at any time.
- Governors, volunteers and students must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting.
- Governors, volunteers and students have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour should be referred to the relevant staff member.
- Governors, volunteers and students must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal matters which they may receive or obtain while undertaking voluntary activities.
- Governors, volunteers and students who regularly undertake activities involving pupils for more than one session per week or on an intensive basis, such as an overnight stay, will be required to apply for an enhanced DBS disclosure. Positions in schools are exempt

from the Rehabilitation of Offenders Act 1974 and this means that any criminal convictions, including cautions or bind overs, must be declared and will be considered in confidence when assessing suitability for voluntary activities in school. The school is obliged to maintain a record of all adults who are subject to safeguarding checks.

- All governors, volunteers and students will be expected to undertake an induction with the School Business Manager. This is to be repeated at the beginning of every academic year.

## Working in School

Volunteers and students will be shown where you will be working whilst in school and introduced to the staff that you will be working with. We would appreciate that you follow the instructions of the teacher if you need to work in another area away from the classroom.



We want you to have the best possible time with us. To get the most out of your placement or time in school, please feel free to ask if you have any questions or queries; all members of staff are very happy to help.

Please familiarise yourself with our Health and Safety Policy which is available on our school website. Please note that there is a No Smoking policy in our school, this includes the school grounds.

## Leadership Team

Phil Winterburn	Head Teacher
Jamie Woodworth	Deputy Head Teacher
Hannah Garraway	KS2 Teacher
Katie Gregory	KS2 Teacher
Alison Marsden	KS1 Teacher

## Support Staff



## Teaching Staff



<b>RC</b>	Amy Cook
<b>RM</b>	Lindsey Midlane
<b>1B</b>	Emily Brown
<b>1E</b>	Abigail Evans
<b>2M</b>	Alison Marsden
<b>2CM</b>	Clare Martin
<b>3G</b>	Katie Gregory
<b>3D</b>	Mary Daley
<b>4M</b>	Laura Moon
<b>4P</b>	Brogan Parsons (Genna Mills)
<b>5B</b>	Esther Bowen
<b>5M</b>	Abigail May
<b>6G</b>	Hannah Garraway
<b>6W</b>	Josephine White
<b>Inclusion Leader</b>	Imogen Roberts

<b>School Business Manager</b>	Denise Hickson
<b>Office Staff</b>	Tracy Matthews Jo Bowden
<b>Pupil &amp; Family Support Worker</b>	Kate Walsh
<b>TAs</b>	YR Diane Webb YR Sue Binding Y1 Helen Hodges Y1 Ange Durlacher Y2 Vicky McKeown Y2 Ann-Marie Poles Y3 Steph Pedley Y4 Sarah Beaumont Y5 Jayne Foote Y6 Lisa Tucker Y6 Hazel Boyes
<b>SEN TAs</b>	Julie Medina Tina McIvor Steph Pedley
<b>Speech &amp; Language</b>	Bev Wills
<b>EAL</b>	Alison Grotzke
<b>Librarian</b>	Charlotte Woods

## Our Lunchtime Team



Bhrizit Ali-Ahmadi	Karen Marshall
Nicola Bavetta	Karen Morton-Sherwood
Purbasha Bose	Ursula Morrell
Melanie Dollin	Liz Moss
Helen Hodges	Mandy Smart
Sherin Kocak	Rebecca Smith
Carol Lovell	Rita Wilson

## Staff Responsibilities

Art	Lindsey Midlane
DT	Lindsey Midlane
English KS1 Support	Clare Martin
English	Katie Gregory
Geography	Laura Moon
History	Laura Moon
ICT	tbc
Infants	Alison Marsden
Maths KS1 Support	Alison Marsden
Maths	Hannah Garraway
PE	Alison Marsden
PHSE	Emily Brown (until Jan) Genna Mills (from Jan)
RE	Emily Brown
Science	Esther Bowen

## Caretaker

Our caretaker is Alan Winstone.

## Sports Coaches

We have additional support from our sports coaches who are provided by Future Stars, Pause & Engage and Shine.

## Absence Procedures

If you are going to be absent for any reason when you are expected in school, please call the office by 7.30am and leave a message so that we can inform the teachers as early as possible as they may need to reschedule their school day.

## Accident Procedures

All accidents, incidents and near misses, however small, must be reported and an accident form must be completed and sent up to the Local Authority.

## Behaviour and Rewards



### Rationale

At Wheatfield it is our aim to create a happy, caring, well-disciplined community, in which there is a mutual respect and where creative learning can take place.

### Aims

- To foster a positive attitude towards learning and achievement.
- To encourage children to do their best in all aspects of school life.
- To develop in children a sense of discipline and an acceptance of responsibility for their own actions.
- To encourage respect for other people's feelings and their property.
- To encourage children to care for the grounds, buildings, furniture, equipment and books provided to the school.
- To recognise and reward the positive achievements of children.

## Behaviour Guidelines

- Positive encouragement and praise is vital. Praise, however, should be meaningful and specific.
- All volunteers should consider themselves responsible throughout the day for the behaviour of pupils on their sight.
- Children are expected to co-operate with all adults involved in the school.
- The children should be reminded continually of our expectations in terms of their work and behaviour.
- Children should see that rewards and sanctions are used consistently and fairly.
- Behaviour and courtesy set the tone of the school. Everyone should be reminded to move about the school in an orderly manner, having regard for others and keeping to designated routes.
- Teachers are to be consulted where there are issues concerning a child's behaviour.

## Code of Behaviour

Children attending Wheatfield are expected to:

- Be polite and courteous at all times.
- Treat others as they would like to be treated.
- Come to school properly equipped to take part in any activity.
- Listen carefully and follow instructions.
- Work quietly without disturbing others.
- Tell the truth.
- Take care of the school, its furniture and equipment.
- Move around the school sensibly and quietly.

AND DO THEIR BEST AT ALL TIMES

With this code in mind, children will negotiate, with their class teachers, a set of appropriately worded 'rules' for their behaviour in class and around the school. These rules will be displayed prominently in the classroom and the children's attention will be drawn to them regularly.

## Rewards and Sanctions

Children are rewarded for positive attitudes, good behaviour and effort in their work. Sanctions are used as an intervention procedure when children behave inappropriately. These may differ according to the age and needs of individual children.



Class teachers for specific reward and sanction procedures.

Please see the Behaviour Policy which is available on our website for more guidance and information.

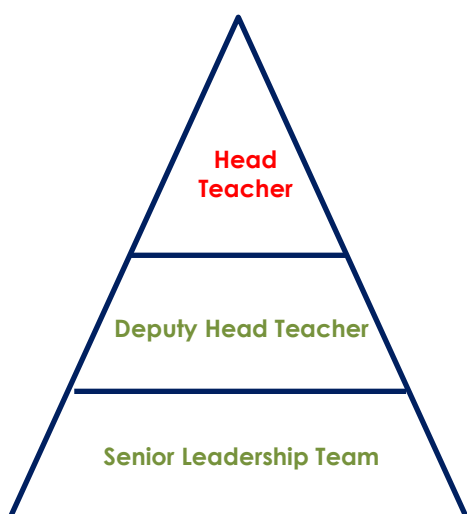
## Child Protection

**If a child tells you something about their life which may raise child protection or safety concerns, please following the guidance listed below:**

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform the class teacher or Senior Designated Person [Phil Winterburn, Kate Walsh or Jamie Woodworth] as soon as possible.
- Make a written record (in blue or black ink) of the allegation / disclosure and sign, date and record your position (forms can be provided by the class teacher or any member of staff)
- Only record the facts of the child's disclosure.
- Refer straight away to one of the Senior Designated Persons.

## Concerns and Complaints

In the event of a concern or complaint, please follow the lines of communication as laid out below:



The school's Whistle Blowing Policy is available on our website.

## Emergency Procedures

Please read the emergency exit procedures for each room located on the wall by the door.

In the event of emergency, or if the fire alarm sounds, please make your way calmly to the designated assembly point, ensuring safety at all times.

**Lunchtimes:** If leaving the building during a lunchtime session, please sign out on the office door.

If the emergency alarm rings during this time, please take responsibility, and calmly assist the children to their assembly points.

## Fire Drills

Fire drills are conducted four times per academic year. The first time is communicated to staff and volunteers so that they can prepare the children. All other drills will not be communicated.

In the event of a fire drill, please calmly and quietly proceed immediately to the fire assembly points (KS1 & KS2 playgrounds). You must ask your children to line up and lead your children in a calm manner to the nearest exit. Please use both sides of the staircase during an evacuation.

Teachers who are designated fire marshalls should check toilets and group rooms.

Once in the playground, please do a headcount of your children. The fire marshalls will tell you how many children are "out of school" from you class which should match how many children you have with you.

Once you have been given the all clear, you may lead your children calmly and quietly back to class and resume lessons as normal.

## First Aid

If a child becomes injured and requires minor medical attention each classroom is equipped with a First Aid Box containing wipes, plasters and a forehead thermometer. Please make use of these resources in the first instance.

If the nature of the injury/ illness requires further attention please send the child to the first aid station at break times or the office during session times, with another child as an escort. If the child needs to be sent home, please send a note with him/her.

## First Aid Training

A large number of staff are trained in first aid so that all sessions in the school and at Wheatfield Plus are adequately covered.

## General Housekeeping and Safety

- Providing a good example and being a positive role-model by being respectful, fair and considerate to all. Please ensure that polite language is always used.
- Treat all children equally. Please refer any pupil discipline issues to a member of staff.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others. Any volunteer working alone with children, out of view of the class teacher or other members of staff, must have DBS clearance.
- Do not photograph children, exchange email addresses, text messages, and phone numbers or give out your own personal details.
- Personal mobile phones should not be used when working with children.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety. Any necessary physical contact must be under the direct supervision of a member of staff.
- Do not bring nuts onto the school premises as we have children with severe allergies.
- Do not share information about a child which you have heard in school unless you have been given express authority to do so.

## Health and Safety

### COSHH

During Term 1 you will receive a list of COSHH (Control of Substances Hazardous to Health) resources that are currently stored and used in school. It is important that you adhere to the COSHH risk assessment when using these items and do not leave them in an area which is accessible to the children. The COSHH risk assessments are stored in the COSHH file in the school office. If you notice an item on the list that you believe the school no longer uses or have any queries or questions relating to COSHH, please see Denise who will be happy to help you.

### Fire Risks

Doors with closers (fire doors) should not be 'propped open' and left unattended. It is ok to prop the door open temporarily if it is attended by a member of staff e.g. propping the hall door open to

enable a young class to pass through it for a PE session. Once the children are inside the hall, the door should then be closed.

### Hazards

If you come across any item which could represent a Health and Safety risk (to pupils or staff) you should report it immediately using the TES system on your desktop.

If the item poses an immediate risk e.g. a broken window, send a message to the office and remain with the hazard.

Spills of liquids or foods cause the majority of accidents in schools – please ensure these are addressed immediately e.g. water spilt during an art session.

### Hot Drinks

- Hot drinks should not be taken into classrooms or areas where children are working, during the school day.
- Hot drinks may only be taken into the playground (for staff on duty) if they are in a cup with a secure lid.

### Glass / Drawing Pins

- Glass items should not be used by pupils in school e.g. no jam jars for storing liquids etc.
- Drinking glasses in the staff room should not be taken into classrooms (or areas where children are working) at any point in the day.
- Traditional style drawing pins should not be used in school as they tend to land 'point up' causing a hazard.
- 'Push pins' may be used but should be kept to a minimum in classrooms and shared pupil areas.

### Medical Needs

It is important that volunteers familiarise themselves with the Managing Medical Needs Policy and adhere to this policy at all times.

- Teachers are provided with a list of pupils in their class with specific medical needs. These should be shared with any TAs who work in your class.
- Each member of volunteers is responsible for familiarising themselves with this information and seeking clarification if they are unsure of any aspect of the child's need.
- Medicines can only be administered to children after the completion of the Request to Administer Prescribed Medication form and by a trained "prescriber". This process is managed

by Denise Hickson. Any parental requests relating to the administration of medication should be directed to the school office.

- Inhalers are stored in the classroom in a secure area. Inhalers must be named and stored in the child's medical box alongside the child's record of administered medication. This must be completed each time a child takes their inhaler. If you notice that a child is using their inhaler more than they would normally use it, please communicate this to their parents or carers.

## Working at Height

Volunteers should not stand on chairs or tables to put up displays access resources. Step ladders are provided for this.

If you need to access areas above step ladder height, please ask the caretaker.

## Issues & Associated Works

If you notice an issue with the building or playground, please ensure that you log this with the school office.

## IT Acceptable Use Policy

### Policy Context

Technologies and the internet, including social media, are powerful tools which open up new opportunities for learning and teaching. They can motivate learners, promote creativity, and support effective learning, assessment and engagement with parents/carers. They also bring opportunities to enhance teaching, increase volunteers efficiency and provide opportunities for volunteers to benefit from professional development through networking and collaboration. All users have an entitlement to good, safe access to ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- The safest way to ensure data is secure is to use keep it on the school system.
- Volunteers must be responsible users and stay safe while using technologies
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Volunteers are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

- Any data relating to specific pupils or families (IEPs, planning with pupil names on, letters etc) should not be stored on memory sticks unless they are password protected.
- The above data should NOT BE EMAILED (as our email system does not meet the required level of security). No 'sensitive data' should be emailed.
- If your role requires you to transfer sensitive pupil data then you should request the school purchase you an encrypted memory stick.
- Volunteers are aware of the behaviour expected when engaging with online activities involving social networking.

### Social Media

- Volunteers should never comment about any work related event, pupil or family on social media.
- Volunteers should regularly check their privacy settings for their own protection.
- If a member of staff or a volunteer is contacted, via social media, by a parent / carer / member of the school community, about an issue relating to school, they should always report this immediately to the head teacher. If possible, a screenshot of the communication should be saved.
- Volunteers should consider how any information, opinion or image they post on social media could reflect on them professionally if it were to be viewed by families or children. This includes images or references which may be posted by friends.

### Acceptable Use Policy Agreement

#### Content

- I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not make large downloads or uploads that might take up internet capacity.
- I understand that our school only uses services which is stored in accordance with the Data Protection Act (e.g. Cloud storage systems) where data includes information about children.

- Volunteers may not use cloud storage systems (Dropbox, Apple Cloud, etc.) for learning resources which do not make reference to children but do so at their own risk.

## Contact

- I will communicate online in a professional manner and tone and I will not use aggressive or inappropriate language.
- I will only communicate with pupils and parents / carers using official school systems. In the first instance, any e-mail contact with a parent/carer will be through the main school e-mail address. After this, there may be occasions when staff use their own school e-mail address to contact parents.
- I will not 'friend' pupils or ex-pupils on social networking sites.
- I am aware that any communication could be forwarded to an employer or governors.
- I will only use chat and social networking sites for school purposes that are approved by the school.
- I will not use personal email addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will only use my own user names and passwords which I will choose carefully so they cannot be guessed easily. I will not use any other person's username and password.
- I will only communicate via the school twitter account after having received training on how to do this safely.
- When using the school twitter account, I will follow the 'Do' and 'Do Not' advice as detailed in this policy.
- I will not respond to tweets from parents/ children via the school Twitter account.

## Conduct

- I will use school equipment only for the purposes of learning and teaching.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members. This includes use of the school e-mail account, social media sites, logo or my school role.
- I will ensure that my data is regularly backed up.

- I will ensure that data kept in cloud storage does not contain personal data relating to children e.g. addresses, DOB, etc.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by school policy to disclose it to an appropriate authority.
- Where personal data is transferred outside the secure school network, it must be encrypted.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement.
- I will only use personal devices to record video/ images where this is to facilitate sharing via the school Twitter account.
- I will only save images of children on non-school equipment where there is a specific educational reason which has been sanctioned by the school. These images will be kept only as long as necessary to complete the agreed task and no images of children will be kept on personal devices for extended periods of time.
- When I have used my personal device to record video/ images, I will delete the image as soon as I have saved it to, for example, Twitter, etc.
- I understand that the head teacher and/or deputy head teacher can request to check personal equipment for photos of children.
- I will only take images or video of pupils/staff where it relates to agreed learning activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- Where these images are published (e.g. on the school website, Twitter, etc.,) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I understand my photograph may be used on the school web site, which means that it could be copied by others. I know that where it is used my photograph will not be accompanied by any personal details other than name.
- When I use my teacher laptop or iPad at home I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the device.
- I will not install or store programmes on a school laptop unless I have permission.
- I will not install any apps on a school device that may compromise safeguarding or bring the school into disrepute.

- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to ICT equipment in school and will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos).

### Promoting Safe Use by Learners

- I will model safe use of technologies and the internet in school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety; or if a child reports any concerns.
- I will monitor learner behaviour online when using technology and deal with any issues that arise.

### Problems

- I will immediately report any illegal, inappropriate or harmful material; or incident I become aware of, to the Computing subject leader or head teacher.
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher.
- If I believe a young person may be at risk I will follow the child protection procedures.
- If I believe a young person may be being bullied I will follow the anti-bullying procedures.
- I understand that breaches of the policy will result in the following sanctions:
- Illegal activities– suspension and reported to police (See Online safety Policy)
- Unacceptable activities – Formal Disciplinary Action (See Disciplinary Policy).

(See Online Safety Policy Appendix A for details.)

### Laptops and Laptop Trolleys

Children should not fetch or return banks of laptops (or I pads) unsupervised.

## Money

Please ensure that all Dinner Money is paid promptly using our School Gateway. Volunteers are kindly requested to not allow a debt to grow as debt management is extremely time consuming for the office. An adult meal costs £2.82.

All monies handed into school each morning should be sent to the office promptly. Teachers are kindly request to not keep money in the classroom for prolonged periods, this is particularly the case for Mondays and for when we have non-uniform days as the office needs to count and bank the money promptly. Thank you.

## Photographic or Other AV Recording Equipment in School

- Photographs of pupils should only be taken on school equipment.
- Photographs should never be taken on personal equipment.
- Devices with cameras should never be taken into toilets or areas where children are changing.
- Personal devices with cameras (phones / tablets) should not be taken into classrooms whilst children are on site.
- Parents may photograph or video school assemblies or productions, but should not share these on social media without the express permission from all parents of the children within the photo/ video.

If you have concerns about how the school is safeguarding children then this can be initially reported to the Head Teacher or confidentially reported to South Gloucestershire's Safeguarding team (ART) by phoning **01454 866000**.

**If you are concerned about the conduct of any adult working with children please report this to the Head Teacher (Phil Winterburn) or the Local Authority Designated Officer (LADO) by phoning 01454 868508. Further information can be found at <http://sites.southglos.gov.uk/safeguarding>.**

## Printing Guidelines & Best Practice

Printing costs can be extremely expensive in our school. As best practice printing should, as far as possible, be in black and white and double sided. Also work should be read carefully before printing so that paper is not wasted.

Photocopiers should never be used by pupils.

Colour printing/copying should be strictly limited to:

- Items to go on display.
- Pieces of work where the colour is vital to the readability of the document.

All staff are issued with a papercut code and should only therefore print off documents they really need.

Please do not print out huge amounts of data at one time. Try and separate large printing jobs if at all possible.

Please be mindful that the printers have lots of small plastic parts on them so be gentle when clearing paper jams.

Please inform the office if you use the last toner cartridge of a particular colour. Be mindful that the two machines have different Serial Numbers as this is important, e.g. toners between machines should NOT be shared.

## Safeguarding

- Designated Safeguarding Leads (DSL) are Kate Walsh, Jamie Woodworth & Phil Winterburn.
- All staff are CP trained to Level 1. Advice remains in accordance with your most recent training.
- Little TED (Tell me, Explain to me, Describe to me). Never ask 'leading questions'.
- Record it (quickly and accurately, whilst it is fresh in your mind). Report it immediately. Never promise that you won't pass it on or that 'everything will be ok'. Reassure the child that they are doing the right thing by sharing their concerns / worries.
- No concern is ever too small to discuss with the DSL **but please record all concerns on paper so that there is a clear trail.**

## School Twitter Account @wheatfieldpri

### Do's

- DO use Twitter positively to project a good image.
- DO re-tweet relevant Tweets by other arts/educational organisations.

- DO seek advice from the Head teacher or ICT co-coordinator if you receive or notice postings of a sensitive nature
- DO re-tweet positive comments from followers. However, if you feel that a comment or remark is offensive in some way, please report this immediately to the Head teacher or ICT co-ordinator.
- DO be vigilant when using our Twitter account. If you see a colleague has posted something which could be misread, let them know so that it can be corrected ASAP.
- DO take immediate action to report if someone posts something that could bring the school into disrepute, or that could potentially put young people at risk.

### DO NOT

- DO NOT interact with members of the press on Twitter.
- DO NOT hold personal conversations with our followers.
- DO NOT post negative comments about any school event or issue.
- DO NOT respond to negative comments about the school or staff online. Forward these to the ICT co-ordinator who will advise on a course of action in consultation with senior leaders and with reference to safeguarding policies.
- DO NOT accept requests to connect with any children under 18 years of age. DO report any incidences to the ICT co-ordinator using the appropriate form, as laid out in the Online safety Policy.
- DO NOT encourage younger users to use sites where they may be breaking the terms and conditions of their use.

### Monitor List

The list below details which members of staff are responsible for our Twitter account. These staff will regularly monitor content posted. If a member of staff feels that our Twitter feed is being used inappropriately by a user or member of staff they should notify the Head teacher.

- Computing Subject Leader
- Head Teacher
- Deputy Head Teacher

## Security Badges

Please wear your security badge at all times.

## Staff and Volunteer Funds

If you have a tea or coffee when in school, please make a donation to our fund which is in the staff room. Thank you.

Volunteers are kindly requested not to use the staff room during break times.

## Staff Room

If you have a school meal, please take your plate and cutlery back to the kitchen as soon as you finish your meal. Please do not leave your plate in the staff room or put it in the staff room dishwasher.

## Term Dates

### Academic Year 2017/18

Term 1	01/09/17	20/10/17
Term 2	30/10/17	18/12/17
Term 3	02/01/18	09/02/18
Term 4	19/02/18	23/03/18
Term 5	09/04/18	25/05/18
Term 6	04/06/18	20/07/18

### Inset Days

Friday, 1 September 2017  
Monday, 18 December 2017  
Monday, 9 April 2018  
Friday, 25 May 2018  
Friday, 29 June 2018

## Our School Day



Early Years and Key Stage 1		Key Stage 2	
Morning session	08.55 – 12.00pm	Morning session	8.55am – 12.25pm
Morning Break	10.30 – 10.45am	Morning Break	10.30-10.45am
Lunch Time	12.00 to 1.15pm	Lunch Time	12.25 to 1.30pm
Afternoon session	1.15 – 3.30pm	Afternoon session	1.30 – 3.30pm
Afternoon Break	2.45-3.00pm		

During break times the children will have the opportunity to spend the time on the playground, weather permitting, supervised by two members of staff.

## Volunteers and Visitors

You will not be allowed to start your placement until you have received your induction and signed the appropriate declarations. Please ensure that you see Denise Hickson, our School Business Manager, before starting your placement to confirm that the appropriate processes have been completed.

## Governor's, Volunteer's and Students Declaration of Suitability

We require anyone who regularly comes into school to sign the disclaimer below.

The following section of this form needs to be completed by all new governors and volunteers before commencement of their placement. The form also needs to be completed on an annual basis for all existing governors and volunteers.

Please answer the questions set out below and sign the declaration to confirm that you are safe to work with and care for children. If there are any parts of the declaration that you are not able to meet, you should disclose this immediately to the Head Teacher.

1. Please could you tell us why you would like to be a governor or volunteer in our school?

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2. If you are volunteering, please could you tell us in what Year Group you would like to volunteer?

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3. If you are volunteering, please tell us when you plan to come into school?

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

4. If you are volunteering; have you already discussed your placement with a teacher? If yes, please can you confirm that teacher's name?

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### Disqualification by Association Declaration

<b>Questions relating to ALL others in your household ("household" means anyone residing permanently or temporarily with you at the time of signing this declaration):</b>	
• Is anyone living in your household <i>disqualified for caring for children</i> ?	Yes / No
• Has anyone living in your household been cautioned or convicted of offences against a child?	Yes / No
• Has anyone living in your household been cautioned or convicted of violent or sexual offences against an adult?	Yes / No
• Has anyone living in your household been barred from working with children by the Disclosure and Barring Service (DBS)?	Yes / No
• Does anyone living in your household have children that have been taken into care?	Yes / No
• Has anyone living in your household been the subject of a child protection order?	Yes / No
• Has anyone living in your household had a court order made in respect of a child in their care?	Yes / No
• Has anyone living in your household been refused registration or had registration cancelled in relation to childcare or a children's home or has anyone been disqualified from private fostering?	Yes / No



If you have answered YES to any of the questions above, please provide further information below and make an appointment to see the Head Teacher.

### Induction Declaration

I have been provided with access to a copy of the Governors, Volunteers and Students Handbook and induction information. I understand that it is my responsibility to read, and make myself familiar with, all our school policies; paying specific attention to the following policies and guidelines which are available on the schools website:

- Alcohol, drugs and substance misuse.
- Anti-Bullying.
- Safeguarding.
- Drugs education.
- Equality.
- Health and Safety.
- E-Safety.
- Keeping Pupils and Staff Safe.
- Educational Visits.
- ICT policy.
- Code of Conduct.
- Part 1 of Keeping Children Safe in Education: Information for all School and College Staff

### Acceptable Use of IT Agreement Declaration

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety of other staff and pupils or to the security of the ICT systems.

I understand that these rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use school ICT systems at school or at home when I have permission to do so.
- I use my own ICT (including mobile phone) in school.
- I use my own ICT out of school (including mobile phone) to use school sites or for activities relating to my employment by the school.

I know that the school will monitor my use of the school ICT systems and communications and I understand that the head teacher and deputy head teacher can request to check personal equipment for photos of children.

### Keeping Children Safe in Education

I have been provided with access to a copy of Part One the DfE's September 2016 edition of the Keeping Children Safe in Education which I have read.

### Pecuniary Interest Declaration (Governor's Only)

Do you have any children in the school? (Please give number and ages)	Yes / No
Do you have any children who have been pupils at the school?	Yes / No
Do you have any Pecuniary interests which may affect your appointment as a Governor of Wheatfield Primary School	Yes / No

If so, please give details of any link you have with any company or organisation that may be invited into school to conduct their business/speciality:

**Suitability to Work with Children Declaration**

<b>Questions relating to you (please circle yes or no against each bullet point below):</b>	
• Are you disqualified for caring for children?	Yes / No
• Have you been cautioned or convicted of any offences against a child?	Yes / No
• Have you been cautioned or convicted of any violent or sexual offences against an adult?	Yes / No
• Have you ever had any criminal convictions, including those that may be considered as "spent"? (Note: A DBS Enhanced Certificate will disclose all convictions, including those that are "spent".)	Yes / No
• Have you been barred from working with children by the Disclosure and Barring Service (the DBS, this used to be known as the CRB)?	Yes / No
• If you have children, have your children, at any time, been taken into care?	Yes / No
• Have your children been, at any time, the subject of a child protection order?	
• Has a court order been made, at any time, in respect of a child under your care?	
• Have you ever been refused registration or had registration cancelled in relation to childcare or a children's home or have you ever been disqualified from private fostering?	
If you have answered YES to any of the questions above, please provide further information below and make an appointment to see the Head Teacher.	

I understand my responsibility to safeguard children and am aware that I am required to notify the Head Teacher of anything that may affect my suitability or that of anyone currently living in my household.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals, to share information about my suitability to care for children.

**Confirmation by Volunteer/Governor**

- I confirm that I understand and accept the expectations set out above.
- I have been provided with a copy of the Governor and Volunteer Handbook and induction information.
- I understand that it is my responsibility to read, and make myself familiar with the policies highlighted in the Governor and Volunteer Handbook.
- I understand my responsibility to safeguard children and am aware that I am required to notify the Head Teacher of anything that may affect my suitability or that of anyone currently living in my household.
- I will ensure that I notify the Head Teacher immediately of any changes to my situation or that of anyone living in my household.

- I understand that I need to read Part 1 of the DfE's September 2016 edition of the Keeping Children Safe in Education which I have read.
- I understand that I must use school ICT systems in a responsible way and adhere to the Acceptable Use of IT Agreement.
- I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals, to share information about my suitability to care for children.
- I have answered all the questions in the Declaration of Suitability.
- I understand that failure to disclose any information may mean that I would not be offered a placement in school.
- I understand that I will need to complete an induction session.
- I understand that I may be asked to complete a DBS application form.

The Head Teacher and Governing Body reserve the right to determine whether any volunteer should be refused permission to participate in appropriate activities where this is felt to be justified.

**Please ensure that you have completed all the questions in Pages 19 to 23 of this document. Please return these pages to the School Business Manager for processing.**

<b>Name:</b>		<b>Date of Birth:</b>	
<b>Post:</b>	Governor / Volunteer / Student Placement (please delete as appropriate)		
<b>Address::</b>			
<b>Email:</b>		<b>Contact No:</b>	
<b>Signed:</b>		<b>Date:</b>	

Thank you for your support.

**Office Use Only**

*If no declaration is made, the SBM may sign this form and update SIMS accordingly. Any declaration made must be forwarded to the Head Teacher for action and approval.*

<b>Head Teacher / SBM:</b>	
<b>Further Action Required (if Yes give details):</b>	Yes / No
<b>Head Teacher /SBM Signed:</b>	
<b>Date:</b>	