

# A Guide to Policy and Practice for Voluntary Helpers at Burford School

Burford children will enjoy life long learning, developing a sense of respect and responsibility for themselves and others. They will strive to become independent members of the wider community, both locally and globally.

We will challenge children to reach their full potential academically, socially and personally and to make the right choices which keep them healthy and safe.

All policies referred to in this booklet can be found on the school website.

## Safeguarding

**At Burford School, we are committed to ensuring the well-being and safety of all our pupils and staff**

- All adults volunteering/working in school on a regular basis must have a valid, up to date (i.e. within the last three years and specifically for Burford School) enhanced CRB check.
- All voluntary helpers must sign in at the office and obtain a badge which must be worn at all times.
- Voluntary helpers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children to be conducted in view of other adults.
- Any concerns about individual children must be reported as soon as possible to the classteacher and/or the Designated Person responsible for safeguarding (Karol Whittington, Headteacher). In the headteacher's absence, this is the deputy headteacher.
- Any concerns regarding adults around school should be reported immediately to the Designated Person responsible for safeguarding (Karol Whittington, Headteacher). In the headteacher's absence, this is the deputy headteacher.
- Information regarding children in the school is confidential and should not be discussed outside the school. A confidentiality agreement should be signed by all volunteers on an annual basis.

Please refer to the following policies for further information:

- Child Protection
- Guidance for safer working practice for adults who work with children and young people

## Behaviour

**At Burford School, there is one basic rule for everyone in school to remember:**

**We will always try to show respect to each other by being kind and thoughtful.**

This can be translated into a simple code devised by the children for everyone in the school:

1. Support each other
2. Always try your best.
3. Be responsible for your own actions.
4. Respect others and respect yourself.
5. Remember no one can do everything but everyone can do something

In the first instance all pupils are encouraged to make appropriate choices with regards to their behaviour through positive praise.

## **Sanctions**

Voluntary helpers should be aware of the following stages that are followed by staff to manage challenging behaviour. Should you have any concerns please speak to the classteacher.

1. Verbal warning given: Positive reinforcement should be given at this stage to remind child of what behaviour is expected.
2. If behaviour continues, move child to another place in the class/assembly hall.
3. If behaviour continues or child continues to be disruptive, miss 2-5 minutes (time age appropriate: Rec, KS1 & Y3: 2 mins, Y4-6: 5 mins) play time/held back at end of day (if the afternoon). The classteacher should remain with the child during this time but there should be no interaction. Please note: Children can earn this time back if behaviour improves.
4. If child has been informed they are missing play time/staying back after school and behaviour continues, the child should be sent to their Head of House or Deputy Head of House if Head of House is absent from school that day.
5. If behaviour still continues then a formal timeout should be used.

Children should NOT be sent out of the classroom unless it is a last resort and all other stages have been addressed. No child should be sent to stand outside the Classroom or Headteacher's room and no child should be made to face the wall.

Sanctions that are humiliating or degrading will not be used.

Any racial incidents should be reported immediately to the Headteacher.

Please refer to the following policies for further information:

- Behaviour Policy
- Anti-bullying Policy
- Race Equality Policy

## **Fire**

Clear maps of the school and fire plans are displayed in all classrooms. Please make yourself familiar with them.

Everyone should exit the school in a silent and orderly manner. All classes muster on the far end of the playground in class lines.

Registers will be brought to the class teachers and a roll call should be made. Once completed, registers to be held in the air as a signal all children are accounted for.

## **Lockdown**

If two short rings of the fire bell is sounded, all outside doors to the classroom should be locked and everyone should sit underneath the tables until the fire alarm bell is once again sounded twice to signal the lockdown is over.

Please refer to the following policies for further information:

- Fire evacuation
- Emergency Plan

## **Allergies**

There are a number of children and staff who have known severe allergies to different food types. The photos of children with such allergies are on the teacher's cupboard door in each classroom. Inside the cupboard is a bag containing a copy of the child's medicine plan and an epipen, should it be required.

Please refrain from eating or bringing in any types of nuts to school.

## **Dress**

Adults are expected to dress appropriately in school.

## **Equality & Cohesion**

At Burford school, we aim to reflect the diversity of our local community and society and ensure that the education we offer reduces the chances of social divisions by recognising, celebrating and valuing different backgrounds, lifestyles and identities.