



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs Z Brittain BA (Hons)
Deputy Head: Miss V Trinder BA (Hons)

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, Middx, TW12 1HW
Tel: 020 8979 3019

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Headteacher: Mr A Went B.Ed (Hons)
Deputy Head: Mrs A Appleyard BAQTS

Guidance for Adult Volunteers

Thank you very much for your interest in volunteering in school. We value your support and believe that parents play a vital role in supporting and enriching the children's education. We have written the following guidance to give you the information that you may need and hope you find it useful.

Timings

Before you start volunteering, please meet with the class teacher to arrange which day you will be in school and for them to let you know what activities you will be completing whilst in school.

Signing In

For safety reasons it is important that we know who is in the school and where they are, so please ensure that you sign in at the office and obtain a visitors' sticker when you arrive and that you sign out when you leave.

Health & Safety

The school has a Health and Safety Policy available on the school website. In the event of a fire alarm, please take the child you are supporting to the playground via the nearest available exit.

Mobile Phones

Please do not use your mobile phone in school. **Under no circumstances** should photos be taken whilst on school premises.

Children's Behaviour

All children at Carlisle are expected to follow the school's Golden Rules which are displayed in every class. If you are concerned about the behaviour of any child that you observe during your time in school, please speak to the class teacher or another member of staff rather than deal directly with the child yourself.

Confidentiality

While in school you may become aware of information that is private to a child or their family. It is very important that you treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter for the school. Please do not share anything about specific children with friends or family or with a child's parents as this can lead to misunderstandings. The teachers here have the responsibility of informing parents of any concerns about a child.

Please be mindful that you do not put yourself in a position of mistrust by looking around areas of the school that do not relate to the role you are doing. In addition,

please also be mindful of not reading information around the teacher's desk/noticeboard area as this is for staff only.

Physical Contact

Under current safeguarding procedures adults are not permitted to have physical contact with the children and your sensitivity in this respect would be appreciated.

Child Protection

If you have any concerns about a child's safety or welfare, or a child discloses something of a sensitive nature to you, it is vital that you report it immediately to Mrs Brittain, Miss Trinder or Mrs Hood.

Queries

If you have any queries about volunteering, please make an appointment to speak to the class teacher.

Disclosure & Barring Service (DBS)

In order to ensure that we provide a safe environment for the children in our care it is a legal requirement that all adults volunteering regularly in school need to have an up-to-date Disclosure and Barring Service check. If you do not have one, please see Mrs Mapes in the school office who will let you know how to complete the process. Once you have received your certificate, you need to bring it in to the office so that the details can be recorded on the Single Central Register. Please note, you will not be able to start volunteering until you have a current DBS certificate.

If you already have a DBS, Mrs Mapes will need to see the original before you start.

Stopping volunteering

If you need to stop volunteering at any time, please speak to the class teacher. If you would like to discuss any of the points outlined above, please make an appointment via the school office.

ADULT VOLUNTEER AGREEMENT 2019-2020

I have read and agree to the above and agree to abide by the Carlisle Adult Volunteer Guidelines.

Signed: _____ Parent _____

Child _____ Class _____ Date _____

Information required to start the DBS Process:

Name (as it appears on your identification): _____

Email Address: _____

Date of Birth: _____

Once again, we really do appreciate your help and support in volunteering – Thank you.



Procedure for obtaining a DBS Certificate

Once you have submitted the required information to the office you will receive an email with a log-in link to the disclosure website. Please be aware that the email may go into your junk folder.

When you log-in you will be asked to choose which forms of ID you will be using to complete your clearance. You will then need to bring these documents into the office for Mrs Mapes to extract certain information. This will then be followed up by a second email, and you will have to log in to the site again to confirm the ID information and give your address history. On this occasion you will be asked a security question, usually something from one of your ID documents (i.e. last 4 digits of your driving licence number).

Once you have done this the certificate will be sent to your home address. You **must** bring it in to the school office for Mrs Mapes to finalise the process after which your clearance number will be stored on our Single Central Register. At this point you will be able to come into the school and start volunteering

All information provided in this process is strictly confidential and please be assured that it really doesn't take that long to do and generally people are much happier being able to do it at home.

Thank you for your time! Please contact Mrs Mapes if you need any help or advice.