

Vision:

Achievement for All.

Mission:

To fulfil this through developing every child's personality, abilities and talents to the full.

Sandgate School is committed to reflecting the United Nation Convention on the Rights of the Child in its policies and practice. The rights of the child considered to be especially relevant to this policy include:

Right 3. The best interests of the child must be a top priority in all things that affect children.

Right 12. Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Right 13. Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law

Right Every child has the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights

Right Every child has the right to meet with other children and to join groups and organisations

Right Every child has the right to privacy

Right Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them..

This policy is written to support volunteers to understand their roles and responsibilities in terms of what is expected of them here at Sandgate School. It aims to support adults and be a point of reference and clarification at any time. Thank you for giving up your time to work with the students and staff here at Sandgate school. This policy is designed to help you understand the running of the school and support you with your role.

As a volunteer, you must be with a paid member of staff at all time. If you are requested to be alone with a student, please remind the staff member that you are a volunteer and you need to be with a staff member. This is because you have not had all the checks undertaken that staff members have and being with a staff member supports you.

Being an ambassador for the School: Propriety and General Behaviour

Please remember that as a volunteer we expect you to support the students and their colleagues whilst at work. We also expect a professional attitude and excellent conduct to show people the kind of school we are.

Our job at Sandgate School is a challenging but highly rewarding one. We should always strive to do the best we can for our students, support our colleagues and treat everyone in our school in the best way possible.

Times of the day

Lower School

9.00	Pupils arrive.
10:25-10:40	First play time
10:45-11:00	Second play time
12.00	First Lunch followed by play time
12:15	Second lunch followed by playtime
1:15	Lunchtime ends, registration starts
3.25	Students start to leave.

Upper School

8.50	Pupils arrive
10.50	Snack/break time
1.00	Lunch
2.00	Lunchtime ends, registration starts
3.15	Students leave the site

Staff breaks

Students will have a snack/drink mid-morning, but this is part of teaching time and should be run accordingly, as the needs of different cohorts dictate. The class teacher may organise a short break for staff, and take one themselves, during either the students play or drink time as part of general 'goodwill' but it is not an automatic entitlement, and is determined by the teacher.

Over the lunch period, teaching assistants supervise the playground or the dining hall and assist the students as required as part of their working duties. Teaching assistants have a 30 minute lunch break over the lunch period.

The curriculum often includes visits off site to enhance the student experience. The teacher in charge must ensure that all staff have had food and drink through the day and give the staff a break from the students when possible throughout the time.

Supervision

It is the responsibility of all staff to adequately supervise and care for the children in their own class or teaching group and the whole school generally. As a volunteer, you may be directed to supervise a group of children or a child and must take this responsibility seriously. Supervision means being able to see children and be able to communicate with them by voice or signing. Staff must be aware of how many children they have in their charge at all times and exactly where these children are. All activities must be supervised appropriately bearing in mind the ages and abilities of the children and the complexities of the activity i.e. chopping vegetables in food technology or walking to and round a supermarket. Staff should be allocated students to have responsibility for and it is their duty to supervise the children appropriately. Staff must place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. This is particularly important during transitions. Particular areas may require dedicated supervision e.g. during PE and on Outdoor Education activities.

During breaks and lunchtimes, staff should interact with the children relative to their age and ability. Inappropriate behaviour should be addressed as soon as possible using relevant strategies and any incidents reported to the class teacher and recorded in the correct books.

Staff must recognise that there are times where supervision must be increased e.g. When moving from one classroom to another, on an outdoor visit or when a child is in crisis for some reason or other. If you are unclear about the levels of supervision at any time, you must discuss them with a member of SLT immediately.

Inadequate supervision can lead to inappropriate student behaviour, poor standards or work, absconding, injury, and possibly death. We must see supervision as our school priority in terms of Safeguarding.

Students on the QKS site, which is larger and more open, will be supervised in agreement with their parents wishes. The use of the “Supervision Hierarchy” pyramid will allow you to know what level a student needs.

Staffroom

The staffroom is available to all staff, volunteers, governors and visitors. It fulfills a range of functions and is also a resource base for equipment such as photo-copier, paper guillotine etc. Personal belongings are left in the staffroom at staff’s own risk. Valuables can be left in the office safe. The Upper School staffroom has a keypad lock on it. This needs to be used when you are the last one out of the room. Students may sometimes have access to the staff room to do jobs, but other alternative spaces for students should be used whenever possible.

Induction

All new volunteers will receive an induction.

Dress Code

There is no dress code as such for staff. Clothing should, however be practical in relation to the role of the individual person and the timetable that day. Staff should be smart and convey a professional image of the school at all times. When students are in school, Jeans are not appropriate. Staff should have regard to the fact that we work with adolescent pupils, particularly during hot spells. Low cut tops and revealing clothing should not be worn however. During PE, games and dance all members of staff are expected to attend in sportswear and appropriate footwear.

During swimming, rash vests or t-shirts are to be worn to identify staff in the water.

Jewellery- long earrings and necklaces should not be worn as a safety measure. Body piercings are discouraged and should not be visible. Any tattoo's would preferably not be visible to students and would definitely not contain any images or words with the potential to offend others.

Flip flops and open toed sandals are not allowed in school as they can inhibit movement around the school site in situations where speed may be necessary. They can also put them at risk if working with students who have may stand on their foot accidentally, or when equipment is being moved/wheelchairs are being pushed. Other footwear should be practical in relation to the tasks involved in the day.

All staff on the Upper School site have an identity badge, which is quick release if grabbed,

Fingernails

As you may be in close proximity with children and students, having long nails is a hazard to others in the school. Nails must be kept short.

Health and Safety

It is your responsibility to look after your own health and safety at work. It is schools responsibility to stipulate appropriate practices and procedures which, when followed, provide best possible guidance to classes. Each class has been issued with a Health and Safety file, including the H&S Policy (it is recommended LEA practice that all staff sign to indicate that they have received and read this), and other relevant information. This should be accessible to all class staff, including temporary/supply staff, students and volunteers. The Health and Safety Committee meets regularly, and each class sends a representative to this, as do the Governing Body.

Health and Safety is addressed as part of the new staff induction package.

Educational Visits

As part of your role as volunteer, you may be asked to support a child or class on a visit out of school. Please speak to the leader of the trip and get clarification about your role and anything you may need to take with you before setting off. If you volunteer to support students on a residential trip involving overnight stays, you will need to undertake a DBS check to cover you for the different role you will be undertaking.

Confidentiality

Pupils, and their families, are entitled to expect that details about them are only circulated to those who need to know within the school community and never outside of it. Staff and volunteers should always be aware of where they are speaking about a child or situation. Discussions of a confidential nature should always happen in an empty room, not on a corridor and staff should be mindful of the language they use and remember a student's dignity at all times. Staff should refer to the Head teacher if they are uncertain. Governors should also refer to the Training Package and the Code of Conduct.

Safeguarding

Safeguarding is of paramount importance to all staff at Sandgate School. Every staff member must follow the school's Safeguarding and Child Protection Policy which details all aspects of keeping every member of Sandgate School safe. All people on the school site who work with staff or young people will be directed to complete relevant checks including DBS and Disqualification by Association checks as necessary. All governors are now required to have a DBS check undertaken.

Whistle Blowing and Confidential Reporting

We should never assume that abuse or improper conduct cannot happen in our school. If in doubt, always speak to a member of SLT or follow the schools Whistle Blowing policy. This Policy is pinned up on the staffroom notice boards.

Physical Intervention and Behaviour Management

At times, staff need to manage a student's behaviour in a way which sometimes involves physically intervening with them. Any intervention must be reasonable, proportionate and necessary. Full details of the rationale for this is in our Behaviour Policy which details what we do and how we record things. Staff must know which of the students they work with have a Positive Behaviour Support Plan, what it contains, and how to implement it, and refer any ambiguity or uncertainty about it to their line manager as soon as possible. Staff must sign to say they have read these at the start of each year. If you are need further information about what is appropriate in our school, please speak to the SLT.

Physical Contact

Being in Sandgate school can at times involve physical contact with students. We are here to support and care for our students as they develop and grow. We need to touch children at times for a variety of reasons. These are detailed in our Touch Policy. This links to a student's individual Touch Audit which is undertaken in September or as necessary.

Social Contact

All staff and volunteers should interact with our students to support their development of social skills and their ability to function in and around other people. Adults must always be mindful of the appropriateness of their contact and the understanding the child has. Some staff work with children and their families outside school. This can sometimes bring a conflict of interest when discussions about school are initiated by the family. All that happens in school must be confidential and a positive and professional attitude must always be maintained when discussing school.

Staff and volunteers should not be in social media contact with parents or students, past or present. The only exception is where parents are members of staff, where both parties are bound by the school's code of confidentiality regarding discussion of school matters on-line. You must take great care when using any social media to avoid mentioning Sandgate school or bringing the school into disrepute in any way.

Staff may choose to communicate with parents in telephone calls or via email but this should be in line with the E safety policy and be on the work email system, not a personal address, and use the school phone, not a personal mobile (the only exceptions being if you are on residential or running extra-curricular activities.)

Intimate and Personal Care

As a volunteer, you should not be asked to support children with Intimate or Personal care. If you are, please remind the member of staff who has asked you that as a volunteer, you cannot do this.

Sexual Contact

Sexual contact with a student is not permitted, regardless of their age or their ability to consent.

Changing for PE/Swimming

It is important for staff and volunteers to change for physical activities in a separate area than the students. Although supervision may be seen as an issue whilst staff change, it is more important that students are kept in a group with a smaller number of staff whilst others change than to compromise Safeguarding practice by changing alongside them.

Communication with Parents

Anything that happens within school is confidential to the school setting. If you have contact with a parent of a school student, you must not breach this confidentiality in any way. If a parent wants to know anything about the school or their child, please direct them to talk to the class teacher or member of SLT.

Dealing with a Complaint

If at any time, a parent or member of the community mentions something to you about school, remember the need for confidentiality. Do not discuss the issue but direct any conversations back to the class teacher or a member of the SLT.

Students and volunteers

Sandgate works closely with a large number of training and voluntary organizations. We regularly have significant numbers of individuals and groups who wish to visit or work within school. Placements and visits are managed by the Deputy Head responsible for students and volunteers within strict guidelines and protocols.

We gratefully acknowledge the contribution made by students and volunteers and encourage staff to continue to extend a friendly, professional welcome to all visitors.

Volunteers and Students do not undertake a DBS as they are not in regulated activity. They are not to be left alone with a student at any time. Any volunteers who offer to take part in an overnight residential trip must undertake a DBS.

Absence

If you are unable to come into school when you have offered to, we would appreciate that you phone the school to let us know. The Sandgate School number is 01539-792100.

Mobiles and Phone Calls

Personal mobile phones are not to be activated during pupil contact time, and should not be in use during other directed time (i.e. during 'end of day' directed time, which is for the thirty minutes after the end of the school day for students, or during any meetings or training). The only exception to this is during educational visits where staff need to contact each other or the school. Personal mobile phones or other technology are not allowed to be used to take photos of children. Personal calls through the school's phone system should only take place under exceptional circumstances.

School has some mobile phones which can be used for visits if required.

Members of SLT may be required to carry their own phones at times due to having a split site.

Use of Technology

Staff are often given access to ICT equipment at school. At times, staff are issued with Laptops/i Pads to enable them to do their jobs better and more effectively.

All images taken of students and life in school are to be kept on school systems and deleted once a child has left.

Please refer to our ICT Curriculum, Acceptable User and *E Safety Policy* for further guidance.

Smoking/Vaping

The school site, building and grounds are considered no smoking areas. During out of school visits, staff are not expected to smoke or vape.

Chewing Gum

Chewing gum is not allowed on site for students, volunteers or staff.

Other relevant documentation/reference points

Safeguarding Policy

Anti-Bullying (pupils and staff)

Behaviour and discipline

Health and Safety

Touch Policy

ICT Curriculum, Acceptable User and *E Safety Policy*

A number of other policies are available within the school to guide volunteers and governors.

If you are uncertain about any aspect of your role or aspects of this policy please speak to the class teacher or member of SLT.

We thank you again for giving your time to support the work we do here at Sandgate.