

The Windmill Primary Federation



West Walton, Tilney St Lawrence, Walpole Highway and
Terrington St John Primary Schools

Information for Staff, Visitors & Volunteers in School



Thank you for helping.

Executive Head Teacher: Ms Jill Davis

Tel: 01945 583620

head@westwalton.norfolk.sch.uk

Deputy Head: Mr Scott Horsley

Tel: 01945 583620

deputyhead@westwalton.norfolk.sch.uk

Deputy Head: Mrs Rose Ward

Tel: 01945 880329, 880405, 880340

head@walpolehighway.norfolk.sch.uk

Information for all volunteer helpers: parents, carers, students or other regular visitors.

Thank you for agreeing to help at our school. Support from parents and friends is invaluable and much of what we achieve would not be possible without your help.

WHAT YOU MAY BE ASKED TO DO

- ☺ Read 1:1 with a child, help children decode the words (phonics) and ask them questions about what they read.
- ☺ Work with a small group of children e.g. Literacy or Maths, following the teacher's guidelines.
- ☺ Help with the admin tasks, e.g. photocopying, filing and getting out resources.
- ☺ Accompanying children on a school trip.

REINFORCING GOOD BEHAVIOUR

- ☺ Be positive
- ☺ Share your clear expectations for behaviour.
- ☺ Catch the child being good.
- ☺ Let the teacher know good and bad.
- ☺ If all else fails send the child to the teacher.

ACCIDENT PROCEDURE

Most of our staff are trained in First Aid and some have more advanced training for more serious incidents. If an accident does happen, resulting in injury to a child, a member of staff should be called to assist. If necessary, the school secretary will telephone for emergency assistance.

Accidents to adults must be formally recorded - the office will help you.

HEALTH AND SAFETY

- Exercise effective supervision of pupils and know what to do in case of fire, first aid and other emergencies. If children will not work safely, take them back to the teacher.
- Follow safe working procedures personally.
- Use protective clothing and guards where necessary.
- If you have any Health and Safety concerns consult the Headteacher.
- Do not bring items of equipment (electrical or mechanical) into the school without permission.

Report all accidents, defects and dangerous occurrences to the Headteacher,
Teachers or the office

SAFEGUARDING & CHILD PROTECTION, CONFIDENTIALITY

If you have concerns about a child you are working with because they have mentioned something that is worrying or because of their physical condition, please make your concerns known, in private, to the class teacher, as soon as you can. The Senior Designated Person (Ms Davis, Mr Horsley, Mrs Ward, Mrs Farnham, Mrs Thurston, Mrs Day, Mrs Howie) will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

- Make sure you have a copy of the Safeguarding and Child Protection Policy and that you have signed for it.
- Make sure you complete a DBS check. You will need this as a regular visitor, but not e.g. if you are just escorting children to the church on a single occasion
- Make sure you have a meeting with a member of the leadership team before you start working with the children.

NEVER EVER AGREE TO KEEP A SECRET!

If a child asks to tell you a secret, say 'I will listen to you, but I can't promise to keep a secret because we may need to get help from someone else'

CONFIDENTIALITY

You may hear all sorts of information about children, from staff conversations or the children themselves.

Remember all information about children is confidential and should only be shared with the staff that have a need to know. It should never be discussed outside school!

PROTOCOL FOR KEEPING YOURSELF SAFE

You must not have your mobile phone on your person

On no account can you ever take photos of children on your mobile phone or your own camera, use a designated school camera only

Never agree to be friends with any pupils on social media

Do not use social media in any way to discuss school issues (including staff, parents, children, events or any other issues)

Dress appropriately: no low tops or strappy vests or low trousers (jeans are not allowed)

Do not work with a child in an isolated place; if you are in a small area make sure the door is open and you can be seen

If you are unsure or uncomfortable about anything, let your teacher (or member of the leadership team) know

Wear a school badge (provided by the office) and sign in the visitor book

EMERGENCY EXIT PROCEDURE (FIRE)

Please assemble in the driveway of new house next door. Alarm buttons are located by each external exit and fire exit, and within the corridors and mobile classrooms.

Upon hearing the Fire Alarm:

- Adults working with groups of children away from the class will make their way **DIRECTLY** to the assembly point and join their appropriate class or group.
- Adults in charge of classes and groups will take the children in an orderly manner to the assembly route away from the fire.
- Where possible the last person to leave each room should close all doors and windows.
- The secretary will take the registers and visitors book to the assembly point and distribute
- Administrative staff, cooks etc will immediately make their way to the assembly point.
- Adults and children who are not in class when the alarm sounds, will make their way **DIRECTLY** to the assembly point and join their appropriate class or group.
- The secretary will call the Fire Brigade immediately and arrange for them to be met on arrival.
- As soon as all classes have assembled each teacher or senior member of the group will take a roll call or count and report to the Headteacher if anyone is missing.
- No person must leave the assembly point until permission has been given - In the case of a drill permission will be given by the Headteacher, in the case of a fire, permission will be given by the officer in charge.

GUIDANCE FOR WALKING WITH CHILDREN LOCALLY AND ON TRIPS

- Walk on the outside (between the edge of the road and the children) when walking around the village. Wear reflective jacket if asked to
- Children should walk on the path if there is one and not on the grass verges as dog mess is often present.
- Remember to encourage the children to behave sensibly and safely at all times.
- Children should not be taken from the group without prior permission.
- No smoking on any school trip.
- As above, no mobile phones to be used.

ASSOCIATED DOCUMENTS

Make sure that you have copies of;

- Safeguarding & Child Protection Policy.
- Staff/Volunteer code of conduct.
- If there's anything you're not sure of, please ask.

Thank You

Jill Davis - Executive Headteacher

SCHOOL TIMES

	Reception/KS1	Juniors/KS2
Morning Session	9.00	9.00
Morning break	10.25-10.40	10.25-10.40
Lunch	12.00	12.00
Afternoon Session	1.00	1.00
School ends	3.15	3.15