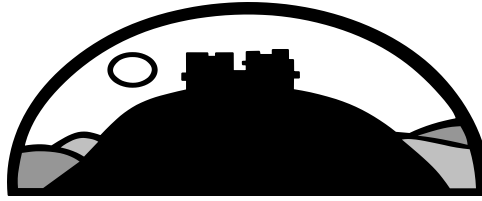


Bankfields Primary School



Handbook for Students and Volunteers 2024/2025

Bankfields Primary School



Handbook for Students and Volunteers

Introduction

This handbook has been written to provide students and volunteers with information about the school and to ensure that children's safety and well-being remains at the heart of the school's work.

Any adult or young person working in school will be under the direct supervision of a teacher. It is the teacher's responsibility to check that students and volunteers receive a copy of this handbook and are familiar with its contents.

Any questions or concerns should be discussed with the teacher, Headteacher or Deputy Headteacher.

We hope you enjoy your time with us and find it to be a positive experience.

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School Organisation

Headteacher	Mrs. E. Gatenby
Deputy Headteacher	Mrs K Lee
<u>Foundation Stage</u> Nursery Class 1	Mrs R Tilling Mrs C Ward (Assistant Headteacher and Early Years and Y1 Lead)
<u>Key Stage 1</u> Class 2 Class 3 Class 4 Class 5	Mrs K Forde Mrs M Bunn Mr B Andrews Miss L Thompson
<u>Lower Key Stage 2</u> Class 6 Class 7 Class 8	Mr C McLoughlin Miss K Dunlop Mr P Bennett (Year 2,3,4 Lead)
<u>Upper Key Stage 2</u> Class 9 Class 10 Class 11	Mrs C Murray and Miss G Quinn Miss B McIlvenny Mrs M Smith
PPA Cover Teacher	Mrs S Stephenson (1 day per week in Reception)

Teaching Assistants N	Mrs B Kidd Mrs E Kerrison
Teaching Assistants R	Mrs C Oxley Miss L Young Mrs T Galliford-Walker (AM)
Teaching Assistants Y1	Mrs S Harding Miss G Porritt (AM)

	Mrs E Kerrison (PM)
Teaching Assistants Y2	Miss K Evans
Teaching Assistants Y3	Mrs C Main
Teaching Assistants Y4	Mrs M Brearley
Teaching Assistants Y5	Miss G Porritt (PM)
Teaching Assistants Y6	Mrs K Walker
School Business Manager	Mrs N Stabler
School Administrator	Mrs E Dale
School Office Manager	Mrs H Hamilton
Caretaker	Mr M Williamson
Cook	Miss Z Clark
School Counsellor	Mrs M Evenden
Lunchtime Supervisory Assistants	Miss Berry (Reception) Mrs Kidd (Reception) Mrs Oxley (Reception) Miss Evans (KS1) Mrs Larkin (KS1) Miss Porritt (LKS2) Mrs Harding (LKS2) Mrs Kerrison (LKS2) Mrs Main (Upper KS2) Mrs Brearley (Upper KS2) Mrs A Allen (Upper KS2)

Code of Conduct

All adults and young people working the school are expected to

- Put the needs and well-being of the children first.
- Conduct themselves in a professional manner. Although some pupils may be known to them out of school, it is important that there is a clear distinction between what is acceptable in school and out.
- Always work under the direct supervision of a member of staff for their own and for the children's safety and protection, i.e. within the same room/area.
- Speak politely and respectfully to all adults and children. Never shout.
- Be vigilant for anything that may affect children's safety and well-being.
- Uphold school policies and procedures.
- Share any concerns they may have with the supervising teacher, Head of School or the Headteacher.

Confidentiality

Any adult or young person working in the school must observe and protect the confidentiality of pupils, families, members of staff and the school as a whole. Anyone working in a school may be party to personal and potentially sensitive information about children and their families and about members of staff through observations and through formal and informal conversations.

Such information **must not** be repeated or shared outside the school without the headteacher's permission.

Any information gathered as part of a course of study must be agreed first with the school and presented in such a way that individuals are not identified.

Students and volunteers aged 18 and over are able to use the staffroom at break times. Under 18s are allocated an area where they may have a drink and a break.

Safeguarding

The safety and well-being of the children in our care is always our highest priority.

Safeguarding and Child Protection

The school has a clear policy for Safeguarding and Child Protection which is available from the office and the staff notice board. The Headteacher, Emma Gatenby, is Designated Safeguarding Lead. The Deputy and Assistant Headteachers Mrs Lee and Mrs Ward, along with our Y2,3,4 Phase Lead, Mr Bennett, are the Deputy Designated Safeguarding Leads.

If you have reason, including information disclosed by the child, to believe a child is at risk of abuse of any kind (physical, emotional, sexual or neglect), speak immediately to the supervising teacher and the nominated teacher. Do **not** question the child further as this can affect subsequent investigations.

All students and volunteers will be given a safeguarding procedures leaflet to guide them in how to deal with safeguarding issues.

Security

Once the children are safely in school on a morning and after lunch, all outside doors are locked to prevent access by anyone, including parents and carers, from the outside.

This is to ensure the safety of children and staff whilst in the school building. In case of emergency, all staff can open these doors from the inside. Please make sure doors are closed securely behind you.

Internal doors are opened through a fob system. A fob key may be given if appropriate and must be signed in and out each day.

All visitors are required to sign in and out at the school office and are given a badge to wear whilst on the premises.

Health & Safety

Alarms are only sounded in the case of emergency. There are no other bells or alarms sounded in school for any reason.

Emergency evacuation plans are displayed in all areas. Please make yourself familiar with the evacuation routes and emergency procedures.

All accidents to children and adults must be recorded in the appropriate accident books which are kept in the main office.

Any identified risks or hazards must be reported to the headteacher or the supervising teacher.

Smoking Policy

Smoking and vaping is not allowed anywhere on the school premises.

E Safety

For your own and for the children's protection, adults or young people working in the school should never share telephone numbers, passwords or social networking addresses/profiles with pupils.

Mobile phones must be switched off during lesson time and should only be used in the staff room at other times.

Children met through the school placement should not be contacted outside the school under any circumstances.

Dress Code

As a school, we aim to present a smart and professional image. Our children are encouraged to wear school uniform and dress appropriately for school, a place of work, therefore it is important that all adults and students set a good example.

Professional dress is expected in school, i.e. no denim or sportswear (other than for teaching PE activities). If assisting on a school trip, the lead teacher will advise on suitable clothing.

Clothing should be modest. Short skirts and low necklines are unsuitable when working with children as you often have to sit on a low chair or lean over to help with work, etc. Strappy and cropped tops are not appropriate in a school setting for adults or children.

Footwear needs to be safe and practical. Flip flops and mules can be a trip hazard and don't offer much protection against small feet and chair legs. However, sandals may be worn in the summer months as long as they are securely fastened with straps

Work Placements

If you are working in school on placement as part of a course of study, your college or school will probably have given you tasks to complete. Please speak to your supervising teacher about the tasks as soon as possible so they can plan time for you to complete them and give you any help or information you need. The teacher also needs to know the name of your college/school tutor.

If anything needs signing by the teacher, please tell them in advance and make sure everything is available for them to check through before they sign it.

Policies / School information

There is a file on our computer system with a copy of all school policies and key information which you can access on request. We do not generally provide paper copies of all documentation, and we discourage unnecessary copying for environmental reasons. However, if it is essential to have a copy of all or part of any documents, you may make one.