Welcome to Hollybrook Schools

Volunteer Leaflet

2024-25

All Volunteers & Visitors to Read

'Dream, believe, Achieve, Care'

Hollybrook Schools
Seagarth Lane
Southampton
SO16 6RL

Tel: 02380 772781
Email: info@hollybrookjunior.co.uk
www.hollybrookjunior.co.uk

Hollybrook Schools
Seagarth Close
Southampton
SO16 6RN

Tel: 02380 771528
Email: info@hollybrookinfant.co.uk
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Safeguarding of Children

The needs and safety of our children always comes first and the school is committed to safeguarding children and expects all staff and volunteers to share this commitment.

All volunteers should either provide their DBS certificate and proof of identity (passport/driver's license) or be prepared to undertake a DBS check. Everyone employed or volunteering at our school has a responsibility to child protection.

For supply staff and those on short contracts in Hollybrook schools

While working in Hollybrook Schools, you have a duty of care towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with one of the school designated safeguarding lead (DSL), who are Laura Jackson (Deputy head), Deputy DSLs Stephanie Crispin (Assistant Headteacher) and Marcella Dobson (Headteacher)

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for
- Observing behaviour that leads you to be concerned about a child or young person
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection officer, who should contact children's social care if appropriate

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, on the school website or in the staff room.

Remember, if you have a concern, discuss it with the Lead DSL initially (Laura Jackson).

Health and Safety

Welcome to our school where your health and safety is important. During your visit we would like to ensure you are as safe as possible. Please be aware of the following:

- Always sign in when entering and leaving the school and wear your visitors badge so that it is visible at all times. Please return this to us at the end of your visit.

- Fire Safety Procedures
    - Upon hearing the fire alarm, please evacuate the building via the nearest exit.
    - The assembly point is the Junior playground at the rear of school – please make yourself known to a member of staff. Location of all fire exits are sign posted and we recommend you take notice of your nearest exit during your visit. If you are hard of hearing, please notify the office or the member of staff you are with. In the event of an emergency, please follow a member of staff's instructions.

- Accidents – if you have an accident, or feel unwell, please ensure office staff are made aware. They can arrange assistance from a first aider or seek further advice if required.

- Please be aware of your surroundings and ensure that you keep yourself and others safe. Some staff are trained to support the children in physical intervention where absolutely necessary. Stand back and allow them to work with the child maintaining awareness of the other children's safety.

- Any concerns regarding Health and Safety should be brought to the attention of the office staff immediately.

Confidentiality

Anything you see or hear whilst on the premises must be kept confidential. Please share any incidents or concerns you may have with the class teacher. It is the teacher's responsibility to take further action if they feel it is appropriate and/or speak to the pupils or parents.

Positive Behaviour Management

All children in our school are expected to follow our school rules. Please make a point of praising and rewarding good behaviour (house points) and share this with members of school staff so that they can reinforce this.

Information and policies

- Confidentiality Policy
- Safeguarding and Child Protection Policy
- Behaviour policy
- Antibullying Policy
- Staff Code of Conduct
- Keeping Children Safe in Education – Current
- Whistleblowing policy
- Social Media Policy
- Staff Acceptable use of IT Policy
- GDPR Policy
- Privacy Policy
- School Equality Policy
- Mobile Phone Policy

SMOKING IS NOT PERMITTED ANYWHERE IN SCHOOL OR SITE

MOBILE PHONES NOT TO BE USED IN FRONT OF PUPILS PLEASE

All fire exits are clearly marked and the muster point is the junior playground at the rear of the school.

Please note that when signing in, you are acknowledging that you have read this leaflet and are aware of the relevant information when visiting our school.