



# **SUPPLY, VOLUNTEERS, MUSIC & SPORTS STAFF IN SCHOOL GUIDELINES**

## **2023-2024**

**Effective Date: May 2018**

**Last Reviewed: June 2023**

**Reviewed by: Karen Hayward**

**Next Review Date: June 2024**

We welcome you to our school and hope you enjoy working with our student and staff. We believe that it is important to share some key information about the school and our policies and procedures to ensure that your time in school is both worthwhile and enjoyable.

### **Vision**

In the Greensand Federation our vision is to develop confident, resilient and independent learners who are able to communicate effectively with others. Our aim is for the student to be happy in all aspects of school life and for them to aspire to be the best they can be.

We will achieve this by creating a culture of independent learning and discovery that is stimulating and enjoyable for both student and staff. The student's views will be sought and valued and high expectations will ensure that all student achieve even when challenged.

### **Learning Behaviours**

Through our work we promote our Learning Behaviours of:

#### **Aspiration**

"I can set and review my own targets for learning." "I can see where my work will lead me." "I know when a piece of work has been completed to the best of my ability." "I am happy to make changes from original ideas."

#### **Independence**

"I can choose and use equipment needed for a set task." "I do not allow myself to get distracted easily." "I can follow my own line of enquiry." "I enjoy taking responsibility." "I can think about more than one way to solve a problem."

#### **Confidence**

"I give my best effort in everything I do." "I am happy to give an opinion and explain it." "I know that by working hard I will be successful." "I am willing to have a go at something new."

#### **Happiness**

"I ask lots of questions." "I use my imagination and share my thoughts with others." "I have lots of ideas that I am happy to share." "I am involved in clubs or groups." "I am happy to work with different student or on my own."

#### **Communication Skills**

"I am able to put my point of view across in a positive way." "I can express myself using complete sentences." "I can hold the attention of listeners by adapting the way I talk." "I can participate fully in paired and group discussions." "I ask questions to clarify or develop my understanding."

#### **Resilience**

"I keep going even if something is hard." "I don't mind making a mistake as I can learn from it." "I am able to say what went well and what I could do better next time." "I keep pushing towards my targets even if I find it hard at times." "I can use trial and error to work through a problem."

### **Safeguarding Checks**

We expected all staff who have regular contact with student to have completed an enhanced Disclosure and Barring Service (DBS) check. We will ask to see this document for our records and we will hold a register of the checks undertaken.

The school's Designated Safeguarding Officers are Miss Karen Hayward (Executive Principal), Mr Andrew Rutter (Vice Principal) and Mrs Julie Devereux (Federation Safeguarding, Attendance and Behaviour Manager). If you have any concerns regarding the safety of any student then please speak to one of the school's safeguarding officers.

## **Data Protection**

As a school, we place the highest importance on safeguarding all personal details relating to students and staff. In accordance with our Data Protection procedures and Privacy Notices, only basic information will be shared with you – student's first names. Unless you have been directly communicated with from the parents, which is the case in relation to Music Tuition. It is therefore your responsibility to ensure that you meet Data Protection guidelines in ensuring that you maintain the confidentiality of the student you teach.

At no time is any school information to be removed from school or shared with others outside of school. If this occurs this would be a breach in our procedures and this would have to be reported to the appropriate body and your working in school may cease. Therefore, it is essential that all staff take their role in protecting student's data seriously and follow the guidelines set out by school staff.

## **Confidentiality**

It is very important that all staff working in the school work to a policy of confidentiality. You may see students struggling with work, be upset or misbehaving or hear/see other information concerning a student while you are with us in school.

It is vital that you do not share anything about a specific student with friends or family or a student's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a student. Supply/Music/Sports staff working in school do so on the understanding that they support the work of the school and will not pass opinion on such matters as discipline or teaching styles outside the school.

## **Health and Safety**

The Health and Safety policy is available in the staffroom. If you have an accident or a near miss in school please ensure that this is entered in the accident book in the office. Please report any health and safety concerns to the school office.

## **Security**

When you are helping in school please make sure that you sign the visitors' book when you arrive and leave; this is important in case the fire alarm rings. Visitors' badges which are issued when signing in should be worn at all times when in school.

## **Mobile Phones**

Mobile phones should be on silent whilst working in school and should be put in a safe place during your time in school. At no time should mobile phones be used to take photos of the student and they are only to be used in the office area and staffroom.

## **Supply/Sports/Music Staff Guidelines**

- Please do not have favourites - it is important that all students in school are given equal time and attention.
- Please encourage the students to be independent - we expect students to try everything themselves before we help them.
- Please do not lift, carry or move a student in any way.
- If a child/young person does or tells you something that causes you concern, please tell the class teacher or Head of School, as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.
- If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

## **What are the key points when working with student?**

- It is vital to encourage the students to talk about what they are doing in order to support them in using the correct vocabulary.

- There is no rush. We give the student plenty of time to complete a task and they will often need to return to it over several occasions.
- Always encourage the student to do things for themselves. It is important that they are independent and although they need help and supervision, the end result should always be their own work. Please do not be tempted to do the work for them! The learning that goes on while the student are doing an activity is often much more important than the end product!
- When playing games with the student, try to encourage the idea of taking turns, sharing and being a good loser. The real joy of a game is the taking part!

### **Supply/Sports/Music Staff Agreement**

#### **You are expected to:**

- Be outstanding role models for all students.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all students.
- Adhere to the schools Data Protection Policy.
- Not engage in any dialogue related to the work of the school on Social Media.
- Maintain confidentiality.
- Establish and maintain a rapport with students based on mutual respect.

#### **Supply/Sports/Music Staff have the right to expect:**

- Work to be prepared and the teacher organised.
- Good manners and acceptable behaviour from students.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher.
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

#### **As teacher, parents and community members, we expect:**

- Our student to be respected.
- Our student to be safe and to feel secure.
- Our student to be protected from inappropriate behaviour and language.

### **Housekeeping**

#### **Tea / Coffee arrangements**

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom, which you are welcome to use.

### **First Aid**

Please do not administer First Aid to student whilst you are volunteering in school, this is to be done by the fully trained first aiders we have on the staff across the school.

## **Fire Alarm**

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the student you are working with if away from the main class area (e.g. hearing readers in the library). The Fire Assembly Area is at the end of the playground where student line up in their class.

## **References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

*Thank you!*

*In case we forget to say so please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!!)*

*If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.*