



British Forces School Naples

Volunteers Policy

October 2022

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Policy Contents:

Page:	Content:
1	<ul style="list-style-type: none">• Contents
2	<ul style="list-style-type: none">• Who is a volunteer?• Selection• Induction
3	<ul style="list-style-type: none">• Confidentiality• Child Protection and Safeguarding• Pupil Behaviour
4	<ul style="list-style-type: none">• Health and Safety• Facilities for volunteers• Arrival and absence
Appendix A	<ul style="list-style-type: none">• Volunteer induction checklist
Appendix B	<ul style="list-style-type: none">• Visitor information booklet

Who is a volunteer?

- A volunteer is any person who carries out duties in a school on an unpaid basis, or plans to do so, on more than two occasions.
- Volunteers do not need to be Parents or Carers. Grandparents and other people from the community may wish to be involved.
- Volunteers may help in School on a regular basis or may have a specific skill, knowledge or interest, which can be called upon intermittently.
- Voluntary work activities may include – Assisting pupils with set tasks e.g. hearing reading. Assisting in tasks to help enable the school staff to focus on work with pupils e.g. mounting work for display, housekeeping. Assisting with supervision on educational visits. Work not involving children e.g. library tasks. Accompanying out-of-school activities such as football matches, evening performances of school plays. Fund raising and self-help projects.

Selection

Anyone who wishes to be a volunteer can be considered, providing they can fulfil all the Safeguarding Children requirements. All volunteers are subject to scrutiny and it is possible that an individual offering to volunteer may not be placed. This may be because there are no spaces, or be because it is considered that acceptance may have a detrimental effect on a child (possibly the volunteer's) or on a member of staff. The Head Teacher will use their discretion. Their decision is final.

Selection of voluntary helpers is according to need by the Assistant Head teacher/Head teacher, who will assign Voluntary helpers to a member or members of staff, who will oversee the activities they do.

Induction

Anyone wishing to volunteer in school more than four times a month must obtain a valid DBS check and police check. This will be arranged by the School Business Manager.

No Volunteer will be left unsupervised with a child(ren). This means a room without a teacher/teaching assistant present. Volunteers may work in shared areas/ corridors where there is passing human traffic.

Once the DBS has cleared, an induction meeting is then held with the Head teacher, Assistant Head teacher or School Business Manager. At this meeting volunteers are taken through an induction process, in which key information and policies will be shared with them. All volunteers will then be asked to sign the induction list which will act as an agreement.

At the induction meeting days and times will be agreed to suit the needs of the school and the volunteer. These times can then only be changed in agreement with the school – not by the volunteer alone.

The induction meeting will cover who the volunteer will be working with and who will have the overall responsibility for any activities. The next items will also be covered, if the volunteer has any concerns regarding these they must refer to the responsible member of staff where possible and appropriate. However, some matters will need to be passed on to the Assistant Headteacher/Head teacher.

Confidentiality

Confidentiality is extremely important.

Volunteer helpers are reminded that they will see all sorts of things going on, some of which may surprise them. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff.

Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics, particularly linked to setting targets for individual children.

Volunteers may also overhear staff discussing pupils and their concerns. Volunteers must remember that this is the teachers/teacher assistants' place of work and that they need to discuss issues with each other. These are of a highly confidential nature and must never be repeated out of school. Volunteer Helpers are however made aware of the Whistle Blowing Policy and how this can be used if a volunteer is concerned that something inappropriate is occurring in school.

General Confidentiality -Thus, all information and comments made in school, remain confidential to school. It is unprofessional for staff, visitors or volunteers to comment on individual children to others outside school, including the child's parents except through the appropriate and official channels.

ALL VOLUNTEERS ARE WARNED TO BE CAREFUL ABOUT WHAT THEY PUBLISH ON SOCIAL MEDIA, THROUGH E-MAIL AND OTHERWISE ON THE INTERNET.

It is easy to break confidentiality or to be accused of inappropriate publication due to vexatious comments.

Volunteers are also made aware of the "Acceptable Use Policy".

Data Protection policy - Volunteer Helpers are directed to the Data Protection Policy. They are reminded of their responsibilities NOT to divulge any information to a third party. If in doubt they must check with the Head Teacher.

Child Protection and Safeguarding

Volunteers need to be aware of the school's child protection procedures and these will be outlined briefly at the induction meeting, and a Child Protection visitors summary will be given to retain. Volunteers should report any indication of any form of significant harm (abuse) or neglect which they become aware of. If children talk about any form of significant harm it is essential that the volunteer listens, does not ask leading questions, does not make promises and immediately reports any such instance, (this is known as a disclosure). All child protection issues must be reported to the designated Safeguarding Lead

Pupil Behaviour

Volunteers must accept that they work to the same standard of care as the staff in the school i.e. the standard of 'the reasonable parent'. However, matters of concern including dealing with behaviour incidents involving pupils are the responsibility of the school staff. Any volunteer who experiences difficulties with children of any kind must report this immediately to the responsible member of staff. The Head teacher or Assistant Head teacher is available to discuss any cause for concern with the volunteer.

Health and Safety

Volunteers must follow the school's health and safety procedures. Health and safety will be discussed at the induction meeting and the school Health and Safety Policy shared.

Volunteers should act responsibly with regard to their own health and safety and that of others in the school. In practice this means taking safe action to resolve any health and safety issues, for example moving things which may be a trip hazard. If safe action cannot be taken, the matter must be reported to the School Business Manager or caretaker.

Accidents - If a child is ill or has an accident, please tell the nearest teacher at once.

Fire and Earthquakes - Volunteers walked through the fire and earthquake evacuation procedures.

C.O.S.H.H. Approved substances - As we are only allowed to use approved substances, volunteers are asked not bring any materials into school. E.g. glue

Smoking is not allowed in the school building or anywhere on the premises.

Facilities for voluntary helpers

There are drinks available for voluntary helpers in the staffroom and at breaks helpers are welcome to join the staff here. These drinks are labelled for visitors. Visitors and volunteers can contribute towards this, which can be given to the school business manager. Volunteers are reminded that hot drinks should not be brought out of the staffroom.

Voluntary helpers are asked to maintain complete discretion when sharing this facility, particularly in matters where children are being discussed by staff.

Arrival/Absence

All volunteers must sign in using the visitor's folder. They must take a lanyard which must be worn at all times at school. The number of the lanyard is recording in the signing in folder. When leaving they sign out in the same manner.

In the event of a fire the Volunteers would evacuate with the rest of the school. An Admin Officer delivers the Visitors' Books to the Fire Meeting Point.

Volunteers are asked to telephone or email the school if they cannot come into school when expected.

Appendix A

Volunteer Induction Checklist / Agreement

This should be completed with the Assistant Head teacher/Head teacher/School Business Manager before volunteering starts. A copy will be given for your records.

Name:

Date:

DBS Completed:

Police Check Completed:

Volunteer Policy shared:

H&S Policy shared:

Safeguarding and Child Protection visitors information:

Whistle Blowing Policy:

Staff Code of conduct Policy

Points covered at meeting:

Arriving at school – signing in/out

H&S – including fire and earthquake procedures

Child Protection and Safeguarding – designated safeguarding leads, whistle blowing policy

Facilities – Staff room, toilets, school

Social Media

Comments:

I agree to come into school on a voluntary basis on the following days:

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

I will be working in _____ (class/year group) and I will be responsible to the teachers in that year group.

Any additional days / hours must be agreed following consultation with the Teacher / Headteacher and informed to the School Business Manager.

I understand that I can be asked to stop at any time at the discretion of the school

Signed _____ Name _____

Date _____

Appendix B: Visitor Information Booklet

Useful contacts

Headteacher: - Rebecca.robinson@modschoools.org

Assistant Headteacher: - Leanne.Wortley@modschoools.org

School office: - naples.office@modschoools.org

Head of School Governors: - Alexandra.mason@jfcnp.nato.int

School office: - 0039 3490077229 or 0039 3475103211

Earthquake procedure



BRITISH FORCES SCHOOL NAPLES

VISITOR INFORMATION BOOKLET



All visitors to the British Forces School Naples are required to read the following booklet in accordance with the school's Health and Safety and Safeguarding requirements.

If you have any questions please refer them to one of the following.

Headteacher	Mrs Rebecca Robinson
Assistant Head	Mrs Leanne Wortley
Office Staff	Mrs Alison Serrell-Cooke
	Mrs Helen Botterill
	Mrs Alison Lockhart

Welcome to the British Forces School Naples.

Please take a few moments to read this information sheet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment.

This booklet contains information about our child protection protocols and general safety precautions including what you should do if you have any concerns.

Please sign in on arrival and collect your visitors' badge. We are currently split onto two sites. Our FS and KS1 classes are located in the old part of school and our two KS2 classes are located in Villa Vittoria. If you need access to any part of school, a member of staff will escort you.

Please wear the badge at all times to enable us to comply with our school safe guarding procedures.

Remain with your BFS host at all times unless you have Disclosure and Barring Services (DBS) clearance and have been given permission by the safeguarding team to be unescorted.

On departure please sign out and return your badge.

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment on grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for another dependant or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual pupil. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

Remember ... if in doubt ...ask.

Safeguarding

Disclosure by a pupil

If a pupil discloses information which refers to themselves or others you should:

- Remain calm
- Listen carefully
- Tell the pupil that you need to tell someone else—you cannot promise confidentiality.
- Do not ask leading questions or make judgements. Clarify and check your concerns by using **TED: Tell, Explain, Describe**, as soon as you believe there is a genuine issue, ask no further questions as this may compromise future enquiries.
- Make accurate notes of what has been said by the pupil and pass this immediately to the Designated Safeguarding Lead (DSL).

It is not your responsibility to investigate but to report to the Designated Safe-guarding Lead.

Designated Safeguarding Lead: Mrs Rebecca Robinson

Deputy Designated Safeguarding Lead: Mrs Leanne Wortley

General Information

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble at the evacuation assembly point – you will be informed of the assembly areas on your arrival.

In case of an earthquake please follow the Duck, Cover, Hide procedure. Information for this is on the school notice boards and on the back cover of this leaflet and in the classrooms please familiarise yourself with it.

First Aid: Please ask at the school office or a member of the BFS staff if you need first aid assistance.

Accidents and Incidents: Please report these to the school office without delay.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask Mrs Helen Botterill, our ICT Administrator, for details.

Visitors' Toilets: You will be informed of the location by BFS staff.

Parking and Disabled Access: Parking is available in our car park. Visitors with disabilities may use the bays marked for parent and child use.

Hazardous materials – you will be informed of any hazardous materials or hazardous areas by the school office staff.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

If there is any reason to suspect that a pupil has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) **immediately**. Our staff will then follow the procedures according to the school Child Protection and Safeguarding Policy. Our DSL is Mrs Rebecca Robinson. In her absence, it is Mrs Leanne Wortley.

If you have concerns about another adult in school, please ask to speak to the Designated Safeguarding Lead **immediately**.

When you are in school please be a good role model to our pupils by being respectful, fair and considerate of others.

Remember others may interpret your words/actions differently.

The full child protection and safeguarding policy is available to view on the school website.

Keeping everyone safe

We hope that you have an enjoyable visit to the British Forces School Naples. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards ensuring our young people are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a pupil, we must have confirmation that all the necessary safeguarding checks have been carried out including DBS checks.
- You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.

The use of cameras and taking photographs is not permitted unless prior permission has been obtained and granted by Mrs Robinson or Mrs Wortley.

Complaints or Concerns

Any complaints or concerns can be directed to Mrs Robinson or Mrs Wortley. If you do not wish to direct your complaint or concern to either of these the Head of School Governors – Group Captain Alex Mason can be contacted.