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Member of staff responsible: **Mrs C. Howett (Deputy Headteacher)**

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## **Volunteers in School Policy**

This 'Volunteers in School Policy' is part of Cavendish Close Infant and Nursery School's safeguarding systems.

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our children. The school, therefore, welcomes and encourages volunteers from the local community.

Our Volunteers include:

- Parents of current and past pupils
- Members of the Governing Body
- Local residents
- University and College students on placements
- Key Stage 3 and 4 students on work experience

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children to assist them in their learning
- Accompanying school visits

### **Safeguarding**

Derby City Council and this school are committed to safeguarding pupils, young people and vulnerable adults. We expect our volunteers to share that commitment.

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, for example, hearing children read or gaining experience for a college course should approach the Deputy Headteacher directly.

Volunteers should complete the '**Volunteer Application Form**' (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

The volunteer will have an informal discussion with the Deputy Headteacher to ensure that they are suitable for the role.

The volunteer will be made aware of the role and responsibilities they will be undertaking. Induction will take place prior to starting in school with the volunteer confirming they have read and understood the Child Protection and Safeguarding Policy and health and safety information.

Before starting to help in school, the volunteer will be asked to complete the '**Volunteer Agreement**' (Appendix 2) which sets out the school's expectations of volunteers. Enhanced Disclosure and Barring Service (DBS) clearance is essential for a volunteer over the age of 16 before they begin a placement in school. '**A risk assessment for DBS checks**' (Appendix 8) is used to determine what checks (if any) are required for volunteers under the age of 16. DBS clearance is not required where a volunteer is engaged in

a 'one-off' activity such as accompanying a school visit where the volunteer will be under the direct supervision of a class teacher.

Volunteers will be placed in an appropriate class. Parents are not usually placed in their child's class.

### **Expectations**

All volunteers are expected to work and behave in such a way as to support our core purpose and to actively promote our school's vision and ethos, as identified below:

## **Our Core Purpose**

Our children are all unique. They have big hearts and great energy.

All our children are stars and we find and nurture their strengths.

Our children have fun loving personalities and they like to talk about their experiences. They thrive with our routines and expectations.

Our children deserve the best and we are committed to enabling them to be the best that they can be.

Some of our children present us with barriers to their development and learning. We are committed to working in partnership with our parents and carers as well as the local community and appropriate agencies to meet the needs of our children.

All our children deserve quality time and interaction with the key adults in their lives.

We are committed to developing high aspirations within our school community. We provide all our children with rich and varied experiences.

Our children thrive when they are nature explorers, playing and learning in the natural world. Our outdoor learning approach nurtures curiosity, creativity, and confidence, offering children space, fresh air, and the opportunity to engage all their senses. We encourage connections with nature by caring for minibeasts, noticing birds and signs of other wildlife, and growing the land.

It is important that our children leave us with an understanding of the world that they are growing up in, having learned how to live alongside, and show respect for, a diverse range of people.

We provide our children with opportunities to learn about the protected characteristics in meaningful ways through our curriculum. We advance equality, promote diversity, challenge discrimination, show respect to everyone and choose kindness.

To enable our children to succeed in life, we have **STAR Expectations** and we work towards our 8 **Behaviour Values** and 10 **Learning Values**.

Together, we can all shine.

## **Our Vision**

We want our children to achieve our **STAR Expectations** and succeed in life within an ever-changing world.

We want our children to be ready for the next stage of their education personally and academically.

When our children move on from us, we want them to be:



### Our STAR Expectations

At Cavendish Close Infant and Nursery School, we are all stars.

Together, every day, we reach for the stars.



Together, we can all shine.

### Our 10 Learning Values



- 1. We think of **good** ideas.
- 2. We think of **different** ways to do things.



- 3. We are **confident** to try challenges.
- 4. We **learn** from mistakes.



- 5. We **always** try our best.
- 6. We are **resilient**, we keep on trying.



- 7. We enjoy finding out and **exploring**.
- 8. We ask **clever** questions.



- 9. We ask for **help** when we need it.
- 10. We are happy to **teach** our friends.

### Our 8 Behaviour Values



### Our Ethos

At our school...

#### We create indoor and outdoor environments that are...

- ✓ Welcoming
- ✓ Positive and happy
- ✓ Safe and calm
- ✓ Orderly
- ✓ Inviting, stimulating, and engaging

We are committed to developing high quality continuous provision with accessible, relevant, and open-ended resources that promote enquiry-based learning.

#### We expect the adults in our school to...

It is critically important for pupils to see all adults in school as role models.

- ✓ Have high expectations
- ✓ Be effective communicators
- ✓ Build strong relationships

- ✓ Connect to children's lives and interests
- ✓ Make every child feel valued
- ✓ Model self-awareness and self-regulation
- ✓ Be calm and patient
- ✓ Be positive and consistent
- ✓ Be nurturing and encouraging
- ✓ Be empathetic and responsive
- ✓ Model our **STAR Expectations**, our **Behaviour Values**, and our **Learning Values**.
- ✓ Focus on the children in our care during morning and afternoon learning time

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality and are required to sign a '**Confidentiality Contract**' (Appendix 3 or 4) before they commence placement.

You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.

Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and **NOT** with the parents of children.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or Deputy Headteacher. Any information gained at the school about a child or adult should remain confidential. Volunteers should not refer to their role in school on social media networks.

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.

### **Supervision**

All volunteers work under the supervision of a class teacher mentor. Teachers retain ultimate responsibility for children at all times, including the children's behaviour and learning activities.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query/concern regarding the children's understanding of an activity, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

Supervision of work experience students **under the age of 16** will follow **safeguarding guidance and information below**;

- The placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;
- If a student doesn't attend their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, the placement lead will inform the Work Experience Coordinator at the young person's school immediately;
- If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:
  - Be open to listening and be non-judgemental;
  - Not promise to keep anything secret;
  - Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School Placement Coordinator who will then share

this information the Work Experience coordinator at the young person's school immediately.

- Any safeguarding concerns about our students must be shared with the Work Experience Coordinator at the young person's school. It is vital that concerns are shared in a timely manner and on the same day.

### **Health and Safety**

The school has a 'Health and Safety Policy' and this can be found on our school website. The class teacher mentors will ensure that volunteers are clear about emergency procedures, for example, fire alarm evacuation and about any safety aspects associated with particular activities, for example, using Design and Technology equipment. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the Deputy Headteacher.

All personal belongings (bags, valuables and medications) must be kept locked away securely (a member of staff will help you with this).

### **Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the 'Volunteers in School Policy' and asked to sign a '**Volunteer Agreement**' (Appendix 2).
- All volunteers are required to complete the '**Volunteer Safeguarding Induction Plan**' (Appendix 5).
- All of our volunteers (over the age of 16) must secure clearance with an Enhanced Disclosure and Barring Service (DBS) check. Volunteer Students are asked to pay the appropriate fee as they will receive a qualification as their work in school is part of a training course. Parent helpers and other volunteers will not be required to pay for the check.
- All volunteers are required to read, understand and sign an **Acceptable Use Policy (AUP)**, (Appendix 7) which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).
- All volunteers are required to read and understand **Safeguarding Information for Visitors and Volunteers leaflet** (Appendix 8)
- All visitors must follow the **School Visitor Protocol**;
  - All visitors are required to sign in using our electronic system upon arrival and are required to wear a **red Cavendish Close Infant and Nursery School Visitor Lanyard** for the duration of their visit. This lanyard must be worn at all times while on school premises.
  - Visitors who normally wear their own professional lanyards (e.g. university students, NHS staff, social workers) must still wear one of our red visitor lanyards while in school.
  - Any adult in school without a visible lanyard is considered a safeguarding concern and will be reported immediately to the office and leadership team.
  - When visitors sign out, the red visitor lanyard must be removed and returned to the office.
  - Visitors must remember to return the lanyard before they leave.

### **Mobile Phone Policy**

- No mobile phones, smart watches, personal cameras and recording devices are to be carried or used in work/school hours.
- Mobile phones, smart watches, personal cameras and recording devices are to be switched off or set to silent and kept in a secure area at ALL times.

- No photos or videos to be taken unless prior permission is obtained directly from the headteacher.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

### **Educational Visits**

Educational visits are an integral part of learning at our school. Volunteer helpers for educational visits will need to complete the **'Off-site Volunteer Agreement'** (Appendix 6) and return to the class teacher. Volunteer helpers have an important role to play in the success and safety of the visit. In some cases volunteers may be required to complete an additional risk assessment for off-site visits **'Risk Assessment for Volunteer DBS Check'** (Appendix 9).

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Deputy Headteacher or Headteacher for investigation. Any complaints made by a volunteer will be dealt with in line with the school's complaints procedure.

The Deputy Headteacher and the Headteacher reserve the right to take the following action:

- To speak with a volunteer about a breach of the 'Volunteer Agreement' and seek reassurance that it will not happen again.
- Offer an alternative placement for the volunteer in a different class.
- Based upon the facts established in the investigation, it may be necessary to inform the volunteer that the school is terminating the placement with immediate effect.

### **GDPR and DPA Complaints**

All Staff must be aware of the complaints process. All GDPR and DPA complaints should be directed to the School Business Manager. If any member of staff is aware that a person wishes to complain they should direct the person to the school website and complaints policy and form.

The School Business Manager is responsible for dealing with all complaints in line with this procedure. The school complaints policy sets out the complaints process. This will be the basis for dealing with Data Protection Complaints and appeals. A written outcome will be provided.

If the school does not comply with a Subject Access Request within 1 month (subject to any extension), or refuses all or part of the request, written reasons will be provided, setting out the principles for the refusal.

If you feel that the school have not dealt with your matter satisfactorily you can complaint to the Information Commissioner.

By post:

Customer Contact

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Or by email: [casework@ico.org.uk](mailto:casework@ico.org.uk) More information is on the ICO website [www.ico.org.uk](http://www.ico.org.uk)

Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 1**

**Volunteer Application Form**

Full name of volunteer, including title:	Date of birth:
Full address, including postcode:	Home and mobile phone numbers:
Email address:	

What activities/areas of the school's work would you like to help with?
What do you want to get out of the placement? Include course details (title, provider, tutor, duration) if appropriate.
Previous experience in a school environment (not essential):
Disabilities/medical needs/other needs that we should be aware of:
Will any adjustments need to be made to allow you to work as a volunteer in school? Please provide details:

Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 2**

**Student/Volunteer Agreement**

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experiences.

Please read and sign this Volunteer Agreement before you begin your placement. You will receive a copy for your records.

- I have read the school's 'Volunteers in School Policy' and I understand my role and responsibilities.
- I agree to support the school's vision.
- I agree to treat information obtained from being a volunteer in school as **Strictly Confidential**.
- I understand that I must not be alone with a child at any time.
- I understand that I must avoid any physical contact with a child.
- I have been given a tour around school and introduced to my class teacher mentor.
- I will sign in and out of school appropriately and wear a visitors badge at all times.
- If I am unable to attend school, I will telephone school before 8:30am and leave a message for my class teacher mentor.
- I have read and understood the school's 'Safeguarding Policy'.
- I will dress smartly but practically and behave in a professional manner at all times.
- I understand that I am responsible for my own possessions. I will switch my mobile phone off during session times.
- I will not take photographs at school.

Signed:	Print name:
Date:	

Class teacher mentor:
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Emergency contact name:
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Emergency contact details:
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Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 3**

**Volunteer - Confidentiality Agreement**

First of all, thank you for volunteering to be a helper at this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Cavendish Close Infant and Nursery School's Confidentiality Policy.

This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- Information about staff, pupils, and events that occur in school.  
For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent a misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- If you see something in school that concerns you, please discuss the matter with the head teacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer.

If I breach confidentiality I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Volunteer	
Signature of Volunteer	
Date	
School Representative	
Signature of School Representative	
Date	

Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 4**

**Student/Work Experience - Confidentiality Agreement**

Please read the school's Confidentiality Policy.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Cavendish Close Infant and Nursery School's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- Information about staff, pupils, and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations.
- If you see something in school that concerns you, please discuss the matter with the head teacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student and that this breach may be reported to those who arranged the placement or my course leader.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Student	
Signature of Student	
Date	
School Representative	
Signature of School Representative	
Date	

Cavendish Close Infant and Nursery School Volunteers in School Policy  
Appendix 5

## Volunteer Safeguarding Induction Plan 2025.26

All volunteers are required to:

<b>1</b>	<b>Read and understand Part 1 and Annex B of <span style="color: red;">Keeping Children Safe in Education (September 2025)</span></b>
Date completed: <input style="width: 450px;" type="text"/>	

<b>2</b>	<b>Read and understand the school's <span style="color: red;">Child Protection and Safeguarding Policy 2025.26</span></b>
Date completed: <input style="width: 450px;" type="text"/>	

<b>3</b>	<b>Complete the Level 1 Derby and Derbyshire Safeguarding Children Partnership (DDSCP) e-Learning training course entitled '<span style="color: red;">2024 Introduction to Safeguarding: Level 1</span>'</b> <a href="https://event-booking.org.uk/eLearning:2024-Introduction-to-Safeguarding-Level-1">eLearning : 2024-Introduction-to-Safeguarding-Level-1 (event-booking.org.uk)</a> Register and create a user account. Print a copy of the completion certificate and give it to the Deputy Headteacher/DDSL.
Date completed: <input style="width: 450px;" type="text"/>	

<b>4</b>	<b>Complete the GOV.UK online training course entitled '<span style="color: red;">Prevent duty training: Learn how to support people susceptible to radicalisation: Course 1: Awareness Course</span>'</b> <a href="https://support-people-susceptible-to-radicalisation.service.gov.uk/Prevent-duty-training:Learn-how-to-support-people-susceptible-to-radicalisation">Prevent duty training: Learn how to support people susceptible to radicalisation   Prevent duty training (support-people-susceptible-to-radicalisation.service.gov.uk)</a> Print a copy of the completion certificate and give it to the Deputy Headteacher/DDSL.
Date completed: <input style="width: 450px;" type="text"/>	

→ **These four actions must be completed before the placement starts.**

<b>Name of volunteer</b>	<input style="width: 100%;" type="text"/>
<b>Placement start date</b>	<input style="width: 100%;" type="text"/>
<b>I declare that I have completed the above four essential actions.</b>	
<b>Signature</b>	<input style="width: 100%;" type="text"/>
<b>Date</b>	<input style="width: 100%;" type="text"/>

Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 6**

**Off-site Volunteer Agreement**

Educational visits are an integral part of learning at our school. They give our children opportunities which are outside of their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of the visit.

Please read and sign this form before the day of the visit. You will be given a copy of the agreement for your records. This is part of our school's risk assessment, planning and safeguarding arrangements.

**Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the children in your group under the instruction of the class teacher.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the visit.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school.
- To ensure that your group keep up with the class.
- To contact the class teacher if there are any queries/concerns with safety, behaviour and/or first aid.

**Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read and understand signs/labels/information, asking questions that encourage children to think about activities and help to explain the areas of interest.
- Follow guidance from school staff.

**What is not permitted**

- Volunteer helpers are not allowed to bring additional children, for example, younger siblings or children in the care of the volunteer on the school visit.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteers are not permitted to take photographs of children other than their own.
- Volunteers should not use their mobile phones during the visit.
- Volunteers should not refer to the visit in anyway on social media networks.

### **First Aid**

You will be informed if anyone in your group has additional/medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child in which case you will be asked to take responsibility for carrying and administering the medicine. All other medicines, including inhalers and first aid kits will be carried by staff.

### **Emergencies**

In the event of any emergency, you are expected to inform a member of staff as soon as possible. If you have been separated from the rest of the school party, please make yourself known to the visit reception team and ring the school office (01332 662239).

Location of the visit:	Date of the visit:
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Trip leader:
Class teacher supervisor:

Full name of volunteer, including title:	Date of birth:
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Disabilities/medical needs/other needs that we should be aware of:
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Emergency contact name:
Emergency contact details:

Signed:	Print name:
Date:	

# Cavendish Close Infant and Nursery School Acceptable Use Policy (AUP) for STAFF, GOVERNORS, VOLUNTEERS

## Background

We ask all children, young people and adults involved in the life of Cavendish Close Infant and Nursery School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff, governors and volunteers will be asked to sign it upon their start date at our school and every time changes are made. Staff are expected to read, understand and action this AUP via CPOMS. All governors and volunteers will be required to sign a paper copy. All staff, governors and volunteers have professional obligations, and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy, and policy as detailed in the full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, please speak to our Online Safety lead (Miss C Brown) and/or the Designated Safeguarding lead (Mrs C Diffin).

## What am I agreeing to?

1. (This point is for staff and governors):  
I have read and understood Cavendish Close Infant and Nursery School's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our Online Safety policy which describes trends over the past year at a national level and in our school.
3. I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (DSL), Mrs C Diffin.
4. I will follow the guidance in the safeguarding and online-safety policies for reporting incidents (including handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media).
5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely be overheard in the playground, corridors, toilets, and other areas outside the classroom.
6. I will take a zero-tolerance approach to all forms of child-on-child abuse, not dismissing it as banter - this includes bullying, sexual violence and harassment - and maintain an attitude of 'it could happen here'.
7. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.

8. I will identify opportunities to thread online safety through all school activities as part of a whole school approach, both outside the classroom and within the curriculum. I will make the most of unexpected learning opportunities as they arise (which have a unique value for our children).
9. When overseeing the use of technology in school, I will encourage and talk about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites.
10. I will check with Miss C Brown (Online Safety Lead) and Mrs C Diffin (Headteacher/DSL) if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured, the team will seek advice from LEAD IT.
11. I will follow best-practice pedagogy for online-safety education, avoiding scaring and other unhelpful prevention methods.
12. I will prepare and check all online sources and classroom resources before using for accuracy and appropriateness. I will flag any concerns about overblocking to the DSL, Mrs C Diffin.
13. I will carefully supervise and guide pupils when engaged in learning activities, involving online technology, supporting them with search skills, critical thinking and age appropriate materials.
14. I will physically monitor pupils using technology in the classroom to ensure appropriate and safe use.
15. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
16. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the DSL and online-safety lead to inform regular checks and annual review of these systems.
17. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media, e.g. by:
  - not sharing other's images or details without permission
  - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
18. I will not contact or attempt to contact any pupil or to access their contact details in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this to the headteacher.
19. If I already have a personal relationship to a pupil or their family, I will inform the DSL of this as soon as possible.
20. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it and seek guidance from the DSL.
21. I will not use any new technology or download any apps without agreement from Miss C Brown, Mrs C Diffin and LEAD IT.
22. I will not use a mobile hotspot to provide internet to any device I use in school.
23. I agree to adhere to all provisions of the school Cybersecurity and Data Protection Policies at all times, whether or not I am on site or using a school device, platform, or network.
24. I will never use school devices and networks to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
25. I will not support or promote extremist organisations, messages, or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download, or send material that is considered offensive or of an extremist nature.

- 26. I will only use gen AI platforms that have been authorised for use, and I will ensure that any use of these platforms is transparent, appropriate, legal and ethical. I will ensure I abide by all data protection legislation in relation to using these platforms.
- 27. I understand and support the commitments made by pupils, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
- 28. I understand that breach of this AUP and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

**To be completed by the user**

I have read, understood, and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety and safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Volunteers in School Policy

### Appendix 8 A Guide to Safeguarding for all Visitors and Volunteers

#### What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour

Please report these concerns to a member of the Class Team. Child abuse can happen to all children regardless of gender, culture, religion. Social background and those with or without disability.

#### What do I do if a child discloses they are being harmed?

- **React calmly.**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information to help keep them safe.
- **Do not ask leading questions.**
- **Reassure** the child that you are doing the right thing.
- **Record carefully** what the child says in their own words, date and time and pass this on immediately to the DSL.

#### Our Safeguarding Team

**Mrs Diffin**

Headteacher and **Designated Safeguarding Lead**



**Deputy Designated Safeguarding Leads**

**Mrs Howett**

Deputy Headteacher



**Mrs Asghar**

Assistant Headteacher



**Mrs Carter- Safeguarding Lead Teacher**

**Mrs Vincett- Inclusion Leader**

**Mrs Leadbeater- Safeguarding Champion**

**Mrs Dearie- Safeguarding Champion**



Cavendish Close  
Infant and Nursery School

## A Guide to Safeguarding for all Visitors and Volunteers



Working together, everyone's responsibility.

#### Welcome to Cavendish Close Infant and Nursery School

##### Safeguarding Statement

We are committed to safeguarding and promoting the welfare of our children. We expect all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you require any clarification, please speak to a member of our Safeguarding Team.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead (DSL).

##### Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must **sign out** at the Main Office before leaving the site.

#### Health and Safety

##### Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Fire evacuation procedures are displayed in each room, please make yourself aware of the nearest fire exit to where you are based.

##### Accidents and Illnesses:

All accidents need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based.

##### Toilet facilities:

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around school.

##### E-Safety

To protect our children we respectfully ask that you **do not use your mobile phone** during your time in school. If this is an issue, please speak to a member of staff on your arrival.

**Under no circumstances should you take photographs of our children whilst at our school.**

#### Keeping Yourself Safe

- Be professional and treat everyone with respect.
- Avoid physical contact with all children.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It is best not to do anything for a child that they can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.
- During your visit you may observe a child who is dysregulated. We would like to reassure you that staff have been trained to manage these situations keeping themselves and others safe. You can help by moving away.

Our full Safeguarding and Child Protection Policy 2023-24 can be accessed on the school website.

## Volunteers in School Policy

### Appendix 9

#### Risk assessment for volunteer DBS check

Use this template to determine what checks (if any) are required for the volunteer.

The highlighted text provides guidance to help you to complete the risk assessment.

This risk assessment is based on paragraph 289 of [Keeping Children Safe in Education](#).

**Name of volunteer:** \_\_\_\_\_

AREA TO CONSIDER	NOTES	LEVEL OF RISK
What work will the volunteer be carrying out?	Will they be doing one of the following: <ul style="list-style-type: none"> <li>Teaching or looking after children regularly?</li> <li>Providing personal care on a one-off basis in schools or colleges?</li> </ul>	
Will the volunteer be supervised?	For volunteers to be considered 'supervised', this supervision must be the following: <ul style="list-style-type: none"> <li>Carried out by a person who is in regulated activity themselves</li> <li>Regular and day-to-day</li> <li>Reasonable in all circumstances to ensure the protection of children</li> </ul> 'Regular' means it takes place on an ongoing basis. When deciding what's reasonable, consider: <ul style="list-style-type: none"> <li>The ages of the children, including whether their ages differ widely</li> <li>The number of children the individual is working with</li> <li>Whether or not other workers are helping to look after the children</li> <li>The individual's opportunity for contact with children</li> <li>How vulnerable the children are</li> <li>How many workers would be supervised by each supervising worker</li> </ul>	
How will the volunteer be working with children?	Consider: <ul style="list-style-type: none"> <li>The ages of the children</li> <li>The number of children that the individual is working with</li> <li>How vulnerable the children are</li> <li>The nature of the work</li> <li>How they will be supervised?</li> </ul>	E.g. a high level of risk may occur if little is known about the volunteer, no references can be provided and the individual will be working with vulnerable children

AREA TO CONSIDER	NOTES	LEVEL OF RISK
What is known about the volunteer?	What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.	
Are there any referees that can advise on suitability if the volunteer has other employment or voluntary work?	It is good practice to seek references for volunteers. If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a doctor or priest. If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.	
Is the role eligible for an enhanced DBS?	There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in <a href="#">DBS workforce guidance</a> .	

#### OUTCOME

Summarise the outcome of the risk assessment, explaining what checks are required (if any) and the reasons for your decision.

Policy update record		
Date	Change	By
December 2025	School visitor protocol added  Updated core purpose	C Howett
November 2025	Addition to expectations of adults <i>It is critically important for pupils to see all adults in school as role models.</i>  Addition to confidentiality section; <i>You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.</i>  Addition to health and safety section;	C Howett

	<p><i>All personal belongings (bags, valuables and medications) must be kept locked away securely (a member of staff will help you with this).</i></p> <p>Addition to mobile phone use to include; <i>smart watches, personal cameras and recording devices</i></p> <p>Addition of the following to Child Protection section; <i>Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.</i></p> <p>Additional bullet point added to volunteer/student agreement; <i>I understand that I must avoid any physical contact with a child.</i></p> <p>Updated Appendix 5 to current academic year.</p>	
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