

# Children's behaviour

Our school expectations of behaviour:

- expect high standards of behaviour and conduct
- encourage and acknowledge good manners
- respond to one another in a positive manner
- enhance our pupils self-esteem by highlighting their successes
- solve our problems using restorative practices.

Children thrive on positive praise and lots of encouragement. We have a policy of dealing with matters in a solution focused way, which means that we talk over difficulties with the children in a calm way and try to find a solution. (For information you can request a copy of our "Positive Behaviour Policy".)

As a rule of thumb, it is always best to try to defuse difficult situations before they escalate, this may mean giving the child space and moving away or saying nothing more, or it may mean accessing additional support.

Try to always remain calm.

As a volunteer if children are not behaving well please let a member of the staff team know, we want your experience and that of the children to be as positive as possible.

## Health and Safety



The safety and welfare of the children in the school is paramount, please make sure that the children and buildings are safe at all times. If you notice someone in the building who is not familiar do not be afraid to politely ask them their business. Visitors to the school should be wearing a visitor badge. Please report any maintenance issues you come across to the school office. Please listen carefully to any guidance given by the class teacher.

## Fire Alarm

Please familiarise yourself with the fire procedures which are located in each classroom and be aware of location of fire exits. Should the fire alarm sound please make sure that any children you are working with exit through the nearest fire exit and then make your way onto the front playground. Stay with your group leader or class teacher. Ensure all doors and windows are closed. DO NOT RETURN TO THE BUILDING.



## Role and expectations

Your additional support provides us with that extra pair of expertise, and hands. However you should never be expected to undertake a task as a substitute for a paid role.

Staff at the school should be clear as to their expectations of you as a volunteer. You should be clear as to what you are being asked to do. This will mean that you can provide the best support you can for both the teacher and the children. Training where required will be given.

You should never be asked to be left alone with the children. Please always ensure there is always another member of the school staff in the area.

You may be asked to undertake a PVG check if you are going to be regularly volunteering for the school.

## Insurance

All volunteers are covered by Orkney Islands Council's Public Liability Insurance subject to its terms and conditions. The Council has Personal Accident cover in place for volunteers. The cover is capital sums only; this is in respect of death and reducing percentages for permanent injury. The age limit is 70 years old.

# Welcome to our school

We are delighted that you are willing to help and volunteer here at Sanday Community School and I hope that you find your time here really rewarding. To help you get the most from your volunteering I would like you to take some time to familiarise yourself with the school and some of our procedures. Please do not be afraid to ask questions! We are all here to help.

Our 12 values are:

*Respect, Teamwork, Happiness, Humour, Love, Friendship, Trust, Responsibility, Commitment, Manners, Confidence, Honesty.*

We expect everyone who works here to acknowledge these and demonstrate this as they work.

People who can help you:

**Irene Brown** Admin. / Auxiliary and First Aider

**Dave Pendlebury** Janitor

**Kristen Muir** Principle Teacher

**Wendy S Bowen** Head Teacher

The heart, soul and future of our island community



# House Keeping

Our pupils begin to arrive between at 8.15am.

School begins at 8.50am for all children.

Nursery begins at 9.00am.

Break time for all is at 11.00–11.15am.

Lunchtime is 12.35–1.20pm.

Primary Department finishes at 2.50pm

Secondary day finishes at 3.20pm.

There is a variety of after school activities.

A Fair Trade tuck shop is held on a Thursday.

Lunches can be bought at a cost of £5.20 from the canteen. Lunch orders should be placed before break.

Volunteers should make sure that they arrive on time and ready for the activity to begin.

Appropriate clothing and footwear for the tasks should be worn.

The council operates a No Smoking Policy within the school building.



## The staff room

Tea and coffee is available in the staffroom. Please help yourself, and there is always plenty of biscuits on the table. There are no particular seating arrangements here either.

Your bags and personal belongings are safe in the staffroom. If you wish to take them into class with you make sure that they are not a trip hazard and are stored away safely.

Toilets are located opposite the staff room.

Please be aware that there is notice board in the staffroom, whilst no information of a confidential nature will be displayed there, please be sensitive to the fact that you may see information that you would not normally be subject to and this should not be discussed out with school.

## Mobile Phones

Please do not use your mobile phone during class time.

## Illness

Let us know at your earliest possible convenience if you are unable to come into school to volunteer so that we can make alternative arrangements.

If you have been sick please leave 48 hours before coming into volunteer.

If a child is unwell when you are volunteering please reassure them, alert the teacher/leader or a member of school staff and they will contact the family. Do not administer any medication to them.



## Child Protection



Child Protection is everyone's business, should you have any concerns in regards to a child please do not hesitate to seek out a member of the teaching staff or the head teacher to voice those concerns. It could be that you have just gleaned a vital link in a chain of already established events. However, do not ask too many questions of the child and do not say you will keep their information a secret. Please do not inform the parent of the child's disclosure. We treat matters such as these with extreme confidence, the Head Teacher (Wendy Scollay) or in her absence the Principal Teacher (Kristen Muir) will follow the OIC Child Protection Procedures and may share the information with other agencies to support the child. You will be asked to write a written statement of the events.



## Pupil Confidentiality

Please ensure that issues in school remain within the walls of the school, and are not the subject of gossip within and out with the school. Pupils and their families are entitled to know that issues brought to school are treated in a confidential matter. If you are working in Sanday School we expect a high level of professional responsibility and must ensure that pupil confidentiality is totally respected.