

Riverside Community Primary School



Volunteer Handbook



Dear Volunteers

Welcome to our school and thank-you for volunteering to work with us. We all hope that this booklet will be of some help to you as you strive to become familiar with the routines of our life here in Riverside CP School. It is our hope that you will enjoy being a volunteer.

The quality of education we can offer our children is greatly enhanced by the extra time, and experience, practical help, etc that you have been kind enough to offer.

In order that you feel you know exactly what is expected of you we have prepared this booklet and we hope it makes you feel valued and welcome.

Firstly, and probably most importantly, discretion is the first rule. You will perhaps hear and see things that, although not strictly confidential are really meant to be contained within the school environment. Discussion of children's attitude, ability and behaviour by anyone other than that child's parent and class teacher can cause problems.

Please take note of the code of conduct which is issued in addition to this booklet and **sign and return to the School Business Manager** at the school office.

It is a requirement of any volunteer undertaking regulated activity to be DBS cleared in line with the schools policy on safeguarding; the SBM will determine the level of activity in line with safeguarding procedures. **Your DBS certificate will be valid for a period of 5 years.**

In line with the schools child protection policy and the schools commitment to safeguarding it is important that you report any safeguarding concerns to the Headteacher as soon as possible. The Headteacher is the designated Child Protection Officer, in their absence you must speak to the Deputy Headteacher/a member of the leadership team.

You will be asked to work under the class teacher's direction and they will support you and explain to you what they would like you to do. If something is not clear, please ask. If you have any special skills or knowledge, which you would like to share, please let us know. If you volunteering to help the school with an educational visit then the Group leader will provide you with the information needed to help, this will include risk assessment and visit planning.

Once again, thank-you for volunteering with us.

Yours Sincerely

Ian Yapp, Headteacher



The information below will hopefully provide you with some general information about the school.

The children of Riverside School Council have worked together with staff and governors to produce this list of school aims

Our Vision

At Riverside Community Primary School we....

- Take pride in our school and our achievements together
- Respect others and their beliefs
- Care for the world; near and far
- Make 'learning' an exciting, fun activity for life
- Listen to, and care for each other

Our aims:

- promote a culture of inclusion, ensuring respect and appreciation for our diverse global society
- nurture lively, enquiring and creative minds
- develop healthy lifestyles and wellbeing
- help pupils to acquire relevant knowledge and skills to prepare them for life
- develop skills as an independent, self-motivated learner
- help pupils in the development of their own individuality, self-reliance and resilience
- celebrate a diverse range of personal achievements
- ensure pupils make regular progress towards achieving their potential
- develop appropriate communication and information skills including the appropriate and safe use of ICT
- provide learning opportunities which are relevant, challenging, stimulating and fun; making links to real life wherever possible
- create opportunities for self-expression, at the same time ensuring our pupils value and respect others and their opinions
- provide a safe and stimulating environment for learning
- give pupils the confidence to question, debate rationally and think logically
- build pupils understanding of their rights and responsibilities in the world
- work in partnership with parents
- use the wider community to maximise learning potential
- give pupils an awareness and appreciation of human achievements and aspirations



Meet the staff at Riverside

Headteacher - Mr I Yapp

Deputy Headteacher - Miss A Woodward

Junior/KS2 Department -

-Mrs S Needham

- Mrs S Cowler

- Mr J Hunt (KS2 Leader)

- Miss D Bishop

- Mr W Calvert

- Mrs R Thompson/ Mrs R Tranter

- Miss S Oliver

- Miss P Elmy

Infant/KS1 Department -

=Mrs S Hebborn

- Miss J Wright

- Mrs R Bland/Miss N Hunter (Inclusion Manager)

- Mrs H Wade

- Mrs E Botwright

- Miss A Woodward (Deputy Head/Early Years/KS1 Leader)

Nursery teacher - Mrs L Taylor/Mrs L Robin

Nursery Nurse (N) - Miss Oprysk/Mrs G Webster

HLTAs - Mrs E Straw

- Mrs B Wallbank

- Mrs D Gore

- Mrs Sykes

Teaching Assistants

- Mrs E Straw

- Mrs B Wallbank

- Mrs J Brown-Bolton

- Mrs C Raggett

- Mrs M Acaster

- Miss J Butler-Wood

- Mrs K Davy

- Mrs S Kendrew

- Mr A Lee

- Mrs K Harrison

- Mrs D Gore

- Mrs C Carr

- Mrs L Simpson

- Miss A Gant

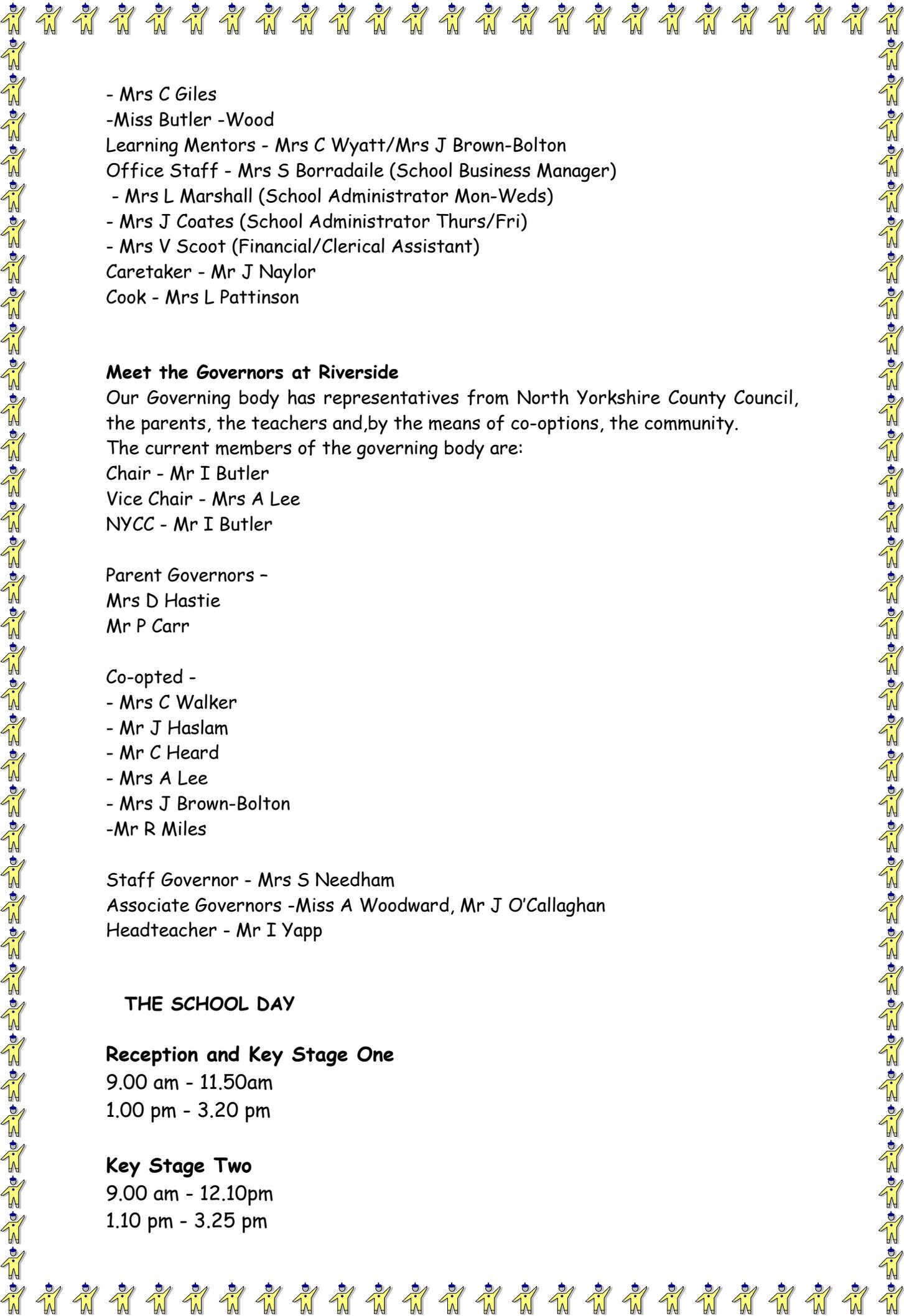
- Miss G Simpson

- Miss L Addison

- Mrs L Wood

- Mrs C Morley

- Miss A Hey



- Mrs C Giles
-Miss Butler -Wood
Learning Mentors - Mrs C Wyatt/Mrs J Brown-Bolton
Office Staff - Mrs S Borradaile (School Business Manager)
- Mrs L Marshall (School Administrator Mon-Weds)
- Mrs J Coates (School Administrator Thurs/Fri)
- Mrs V Scoot (Financial/Clerical Assistant)
Caretaker - Mr J Naylor
Cook - Mrs L Pattinson

Meet the Governors at Riverside

Our Governing body has representatives from North Yorkshire County Council, the parents, the teachers and, by the means of co-options, the community.

The current members of the governing body are:

Chair - Mr I Butler

Vice Chair - Mrs A Lee

NYCC - Mr I Butler

Parent Governors -

Mrs D Hastie

Mr P Carr

Co-opted -

- Mrs C Walker

- Mr J Haslam

- Mr C Heard

- Mrs A Lee

- Mrs J Brown-Bolton

-Mr R Miles

Staff Governor - Mrs S Needham

Associate Governors -Miss A Woodward, Mr J O'Callaghan

Headteacher - Mr I Yapp

THE SCHOOL DAY

Reception and Key Stage One

9.00 am - 11.50am

1.00 pm - 3.20 pm

Key Stage Two

9.00 am - 12.10pm

1.10 pm - 3.25 pm



Health and safety

The safety of all children, teachers, parents and visitors is of paramount importance and it is the aim of the school to:

- establish and maintain a safe and healthy environment;
- establish and maintain safe working practices and procedures among staff and children;
- keep under review the arrangements taken to secure the health and safety of all authorised people in the school and its grounds;
- promote cooperation between the school and the LA in a bid to initiate, develop and implement measures aimed at achieving the health and safety of all the school's employees, parents, children and other users of the school and its grounds;
- provide suitable training and instruction.

School security

External doors are fitted with electronic opening devices. In order to gain access staff and visitors need the use of an electronic black fob issued to them when they sign in. This will deactivate the door in order to gain access. In the event of a Fire the system is deactivated and the doors opened. In every case to exit there is a push exit button next to the door.

The building is secure at all times and all volunteers will need to sign in and be wearing a volunteer badge.

Disability provision

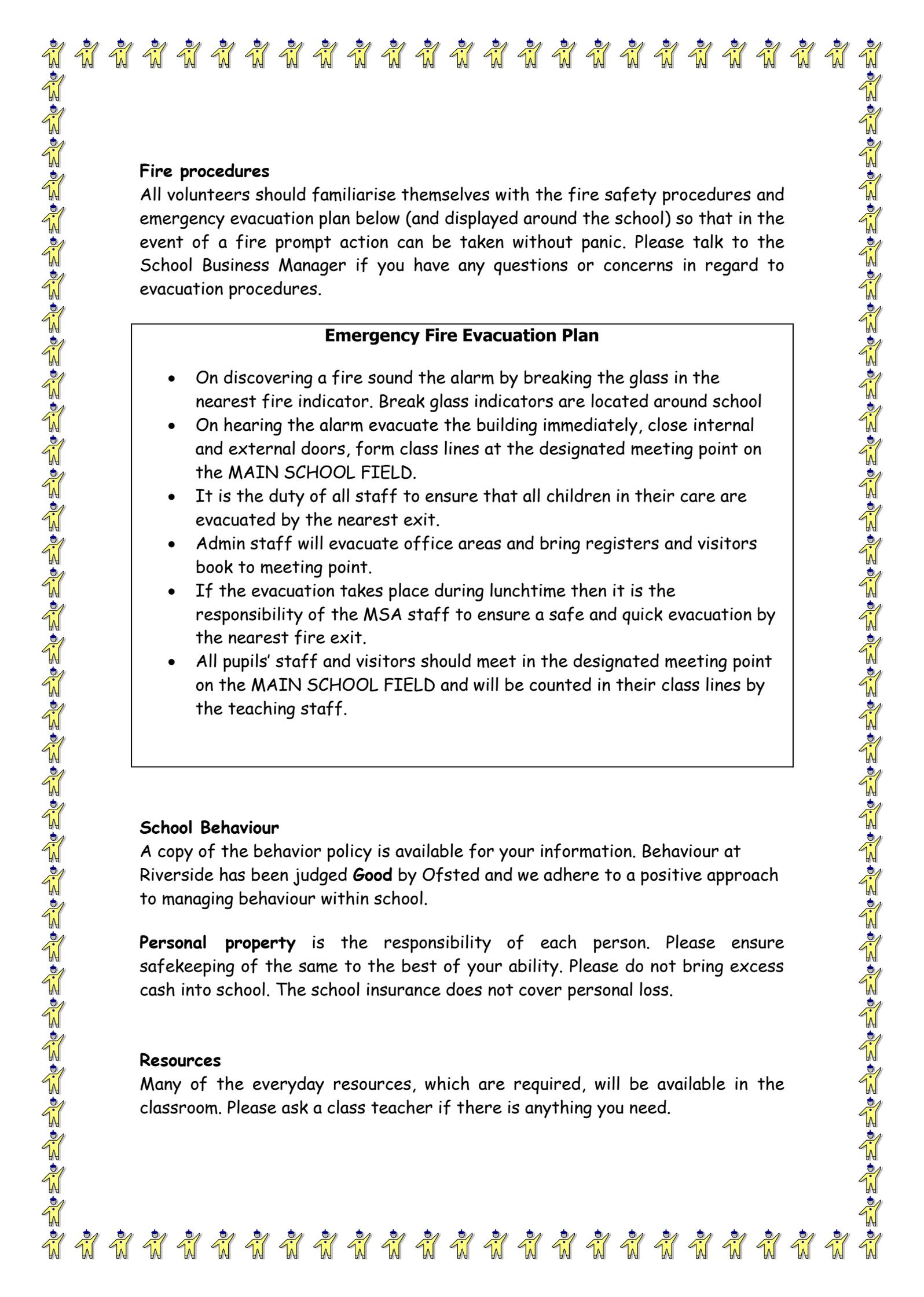
At Riverside school we are well prepared to meet the special needs of any child or adult coming into our school. Most of the school is on a level site. We have a hygiene suite with shower and changing facilities and disabled toilets in KS1 and KS2. Disabled parking is available immediately in front of the office and in the main car park.

As a school we have a crucial role in fostering success among pupils with disabilities and medical needs - by helping their integration by ensuring access to a full and balanced education and supporting young people with emotional and behavioral difficulties and those at risk from abuse.

First Aid and accident reporting

Please refer any first aid requirements to a member of staff or a qualified first aider. Lists of first aiders are posted around the school and first aid kits are in all corridors. Larger first aid kits are kept in the main reception area.

Please advise a member of school staff if a pupil sustains an injury or feels unwell. Injuries sustained by adults must be advised to the school office.



Fire procedures

All volunteers should familiarise themselves with the fire safety procedures and emergency evacuation plan below (and displayed around the school) so that in the event of a fire prompt action can be taken without panic. Please talk to the School Business Manager if you have any questions or concerns in regard to evacuation procedures.

Emergency Fire Evacuation Plan

- On discovering a fire sound the alarm by breaking the glass in the nearest fire indicator. Break glass indicators are located around school
- On hearing the alarm evacuate the building immediately, close internal and external doors, form class lines at the designated meeting point on the MAIN SCHOOL FIELD.
- It is the duty of all staff to ensure that all children in their care are evacuated by the nearest exit.
- Admin staff will evacuate office areas and bring registers and visitors book to meeting point.
- If the evacuation takes place during lunchtime then it is the responsibility of the MSA staff to ensure a safe and quick evacuation by the nearest fire exit.
- All pupils' staff and visitors should meet in the designated meeting point on the MAIN SCHOOL FIELD and will be counted in their class lines by the teaching staff.

School Behaviour

A copy of the behavior policy is available for your information. Behaviour at Riverside has been judged **Good** by Ofsted and we adhere to a positive approach to managing behaviour within school.

Personal property is the responsibility of each person. Please ensure safekeeping of the same to the best of your ability. Please do not bring excess cash into school. The school insurance does not cover personal loss.

Resources

Many of the everyday resources, which are required, will be available in the classroom. Please ask a class teacher if there is anything you need.

Riverside school is a no smoking school. There is no smoking or vaping anywhere on the premises.

Car Parking

Car parking is very limited please use the main parent and visitors car park.

Educational Visits

Educational visits are an important part of the life of our school. They are arranged in conjunction with topic work and are an important way in which work can be made meaningful and interesting for the children.

The following policies should be read in conjunction with this induction guidance

- Riverside CP School Health and Safety Policy
- Behaviour Policy
- Confidentiality Policy
- Child Protection and safeguarding policy

and finally, a **checklist** for you before you start have you...?

- DBS clearance
- Completed Code of conduct contract
- Completed online child Protection training
- Completed online Prevent training

- Read Health and Safety Policy
- Read Confidentiality Policy
- Read Child Protection policy

We really hope that you enjoy your time with us at Riverside. If there is anything that you are unsure of at any time, please ask. If you have any feedback to offer, positive or negative, please let us know.

