



Dear students and volunteers,

On behalf of all the children, staff and Governors I would like to warmly welcome you to Ravensdale Junior School.

The prime aim of our school is to create a stimulating, exciting and happy environment where children are eager to learn and develop and where they are encouraged to achieve their potential in all activities.

We hope that you enjoy your time in our school and ask that you take time to read the guidance given in this booklet to ensure an enjoyable, safe and rewarding time is had by all.

Mrs Zoe Cannon - Headteacher

Your Student & Volunteer placement co-ordinator is Mrs Christine Oscroft

Our School

Ravensdale Junior School caters for children aged between 7 and 11 and has 360 pupils on roll. There are three entrances to the grounds, the main entrance from Devonshire Drive and additional entrances from Nelson Close and through Bramblebrook Park. For security purposes the Nelson Close and park entrance is locked between 9.10 a.m. and 3.10p.m. We can be contacted at: Ravensdale Junior School, Devonshire Drive, Mickleover, Derby, DE3 9EY and our telephone number is 01332 512373. Our email address is admin@ravensdalej.derby.sch.uk.

The School Day

PLEASE NOTE: For security reasons students and volunteers should only access the building via the front entrance. Please sign in on our visitor system and wear the adhesive badge which will be printed off. When you leave the badge can be used to sign out on the system. Only employed staff should open the security doors around school. Thank you.

We ask that you arrive at school, at 8.30 in order for you to speak with your class teacher and discuss what is going to be expected of you throughout the day.

A room is available in school for volunteers to make a drink at break and lunchtime.

Lunch time is 12.00noon until 1.10pm. If students who are 16 years of age or younger intend to leave the school during this time please ensure that you have permission from your parent, or secondary school placement co coordinator to do so, and that you inform a member of staff.

The school day finishes at 3.30pm. When you leave the building please remember to leave your badge by the main door and to sign out.

Health and Safety

When you arrive at Ravensdale Junior School you will be given a tour of the building. If you are volunteering on a regular basis you will be given some additional induction to support your understanding of school protocols and polices. This will be given by a member of the SLT.

If you are unsure of anything, please ask! Any person visiting our School is required to sign in and out of the building using the book which is located by the main entrance. This includes leaving the building at lunchtime if you choose to do so. You will also be asked to wear a badge throughout your time in school.

The next few pages of this booklet are aimed as a guidance to ensure the health and safety of yourselves and others during your placement at Ravensdale Junior School. A full copy of the school's detailed Health and Safety Policy is available on our website.

Premises

Key fobs control access to the main entrances at the front and rear of the premises. An intercom system operates on the rear door.

An asbestos register is available for inspection by contractors.

Accidents

All accidents and potential hazards should be reported immediately to the School Business Manager and relevant paperwork completed.

Child Protection/Friendships

It is essential that all adult volunteers read the Safeguarding, Child Protection Policy and Section 1 of the Keeping Children Safe in Education.

We all have a responsibility to keep children safe both at home and in school. Harm is identified in four ways:-

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, eg. Being made to look at inappropriate images.

Emotional – when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

REMEMBER if in doubtask

Please do not leave without telling someone or doing something.

If a child discloses they might be subject to abuse:

- **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 if you are worried about their safety.
- **Do not ask** leading questions or make judgements. Clarify your concern by using
T Tell
E Explain
D Describe

But as soon as you believe that there might be a genuine issue ask no further questions. This would compromise further enquiries.

The Designated Safeguarding Leads are: Mrs Z Cannon, Miss G Roe, Miss S Hayford, Mrs B Smith and Mr P Watts.

Students and volunteers must not swap phone numbers, email addresses with pupils or make any comments on social media about the school. Please remember that during your placement at Ravensdale Junior School you are in a position of trust, with a commitment of pastoral care to the children.

Lone working

For your own safety we ask that you do not attend to any child alone. This includes toileting, dealing with first aid incidents, or hearing readers outside the classroom

Suitable Clothing and Footwear

The children at Ravensdale Junior School are expected to wear full uniform at all times. As a staff we also take pride in our smart appearance. We ask that no jeans are worn. Clothes should be smart but comfortable, ensure that skirts are of an appropriate length. Shoes with a sensible heel are advisable as you are likely to spend the vast majority of the day on your feet. An outdoor coat is advised to allow you to support staff during outdoor duties, if required. Trainers are not permitted but it is a good idea to bring a pair along with you for use in Physical Education sessions.

Breaks and Relaxation Periods

During break and lunch time school staff often discuss pupil related issues therefore we ask students or volunteers do not go into the staffroom. The community room is generally available at break times where you can make a hot drink. We ask that you bring your dinner as a packed lunch which you are welcome to eat with the children in the hall, or in a classroom. You are more than welcome to order a school lunch which is £3.00. This needs to be ordered by 9.15 in the school office. We have several pupils with nut allergies, so please avoid products with nuts where possible.

The toilets are opposite to the staffroom door and disabled toilets can be found in the new corridor, the community room and in the bungalow. Please ask a member of staff if you are unsure.

Fire and Emergency Evacuation Procedure

In the event of a fire or the need to carry out an emergency evacuation of the school, locate the nearest red alarm button, push the button and sound the alarm. A member of staff will telephone the emergency services.

On hearing the alarm:

Teachers will instruct the children to leave by the nearest available exit (there is a plan on the wall of every room in the school) and walk to the evacuation assembly point which is at the furthest end of the rear playground by the assembly point sign. Please assist by acting calmly and quietly. Do not stop to collect your belongings and ensure that you walk along with the children. The teacher will always be the last to leave the classroom closing the door behind them. Nobody may re-enter until the Head teacher gives the 'all clear'.

If you are not in the classroom when the alarm sounds please vacate the building by the nearest exit and join your class on the playground. Please ensure the class teacher is aware that you have left the building!

Lockdown Procedure

In the event of an emergency outside the building the bell is rung consistently and all children return to class immediately along with their classteacher. Blinds are closed and children and staff remain under the desks until further notification. Please assist by acting in a quiet and calm manner.

Working at Height

If you are asked to put up displays or reach anything from a top shelf, please only use the steps provided in school.

These are several located around the school. Never stand on a chair or work surface to reach.

Do not work on a step if you are alone in the classroom.

Electrical Equipment

Please do not bring any electrical equipment in from home (mobile phone chargers etc.). Any electrical equipment used in school has to be PAT tested.

Mobile Phones

Mobile phones are permitted but please ensure they are on silent or turned off during teaching time. ' Phones must only be accessed during break and lunch times. They remain your responsibility and if you would like a safe place to leave your phone please ask.

GDPR

The GDPR exists to look after individual's data. It is a series of safeguards for every individual. It is regulation designed to protect us all. Information about who we are, where we live and what we do needs to be treated with respect and should be secure. All school and pupil information that you may become aware of during the course of your volunteering must be treated with the utmost confidentiality and not disclosed in any circumstances.

A Final Note

We hope that you enjoy your time at Ravensdale School. Please remember to speak to one of the members of staff if, at any point during your time here, you feel you need extra support, guidance or are unsure of anything.



RAVENSDALE JUNIOR SCHOOL

STUDENT AND VOLUNTEER HANDBOOK

2018

Signed

Dated

Review date: