Volunteering at Horley Infant School

Handbook & Induction Guide

2025 - 2026

www.horley.surrey.sch.uk info@horley.surrey.sch.uk

Spring 2026

Welcome from the Headteacher

Firstly, an enormous welcome and thank you for showing an interest in volunteering at Horley Infant School! Being an active volunteer myself, I appreciate that lots of information at the start of your volunteering experience can be useful but also overwhelming! This booklet has been put together to help you know a little more about our school and what is expected within the role. We want to make sure we support those who are generous enough to give up their time whilst also making sure we fulfil our statutory duties with regards to safeguarding, health and safety and other important aspects of school life.

Complete Volunteer Application Form (including two references)

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Meet with a member of school staff to discuss suitability and needs and await outcome of the two references

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Complete **free** DBS application which will come through via email

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Await result of DBS outcome via email.

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Sign up for the DBS Update Service

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Bring in documents for verification to the School Business Manager on specified/agreed day.

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Read through this induction booklet and associated school policies

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Complete everything found within the Pre-Volunteering Checklist (p.25)

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Arrange your first day with school staff

For volunteers, the following flow chart shows how the process works within school. There is a useful "checklist" near the end of this booklet which will help you to know if every i has been dotted and every t has been crossed. Once everything is complete, your volunteering can begin! Hurrah!

We ask all volunteers to sign in each day using the signing in book which can be found at Reception. Once you have signed in, a member of our office team will you give you a volunteer lanyard for the day. If you are volunteering on a weekly basis, you are welcome to keep hold of your lanyard and then return it to school once you have finished your period of voluntary work.

Volunteers are welcome to help themselves to hot drinks during the day from our staff room. If you are taking your drink out of the room, it will need to be put into a travel mug. Volunteers are welcome to use our staff car park but please note, it gets very busy! It is essential that you include your car's number plate when you sign in. If you are staying during school hours, you can park in front of other cars but it is essential we have your car registration details in case we need to ask you to move in an emergency.

Our school website is a treasure trove of information. We strongly recommend taking a look in case you have any further questions. If you can't find the answer, please don't hesitate to get in touch with us again. Thank you once again for volunteering at Horley Infant School – you are our heroes!

Mr. Jason Walters, Headteacher

Safeguarding at Horley Infant School

Safeguarding is an essential aspect of the work we do here at Horley Infant School. We understand that parents trust us to keep their child safe and our school values, our code of conduct and our processes within school reflect this. As much as we think our school is absolute brilliant, we also hold a *"It could happen here"* approach with regards to safeguarding and child protection. It is essential that any concerns you have are expressed so that we can do everything we can to protect the children in our care.

We have a dedicated Safeguarding Display in our staff room which may be useful for you to familiarise yourself with when you begin volunteering.

What to do if you have concerns about a child

If you have a concern about a child speak to the class teacher and then to one of the Designated Safeguarding Leads (DSL), details are on the following page. You may be asked to write a short account of your concerns.

What to do if a child makes a disclosure to you

A child may disclose something to you, this could be something that is very obviously of concern or it may be something that just doesn't feel right to you, in either situation:

Do	Do not
▪ Listen to what is being said, without displaying shock or disbelief ▪ Accept what is said and take it seriously ▪ Make a note of what has been said as soon as practicable. ▪ Reassure the pupil, but only so far as is honest and reliable ▪ Share the concerns with the DSL immediately.	▪ Question the child; beware of asking leading questions. ▪ Change words used by the child; if the child uses pet names for body parts, use these same words when recording the disclosure. ▪ Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential' ▪ Make assumptions

Complete confidentiality is essential.

Share your knowledge only with appropriate members of staff; do not discuss out of school.

The DSL will not share details of what happens next, however they will usually inform you if further advice has been sought. If you continue to have concerns about the child or do not think the appropriate action has been taken, do speak to the DSL again; in the unlikely event that you are still not satisfied with the response, you can contact Surrey Children's Single Point of Access (C-SPA).

What to do if you have concerns about an adult/member of staff

If you have concerns about a member of school staff and their conduct, it is essential that you speak to the Headteacher about these concerns, no matter how small they are. If your concerns are in relation to the Headteacher, you must report these to the Chair of Governors using the contact details on the following page. The Chair of Governors will contact the LADO (Local Authority Designated Officer) for further support and guidance.

Safeguarding at Horley Infant School

This school is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place and these are available to read on our website. All staff (including supply staff, volunteers and Governors) must ensure that they are aware of these procedures. Parents and carers can ask to receive a paper copy.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads

DSL
Jason Walters
Headteacher

DDSL
Debra Povey-Chatterton
Deputy Head & SENDCO

DDSL
Faye Tickner
Home-School Link Worker

DDSL
Karen Hutchings
Sunrise & Sunset Lead

Our CEO

CEO
Sue Wardlow
s.wardlow@reigate-school.surrey.sch.uk

If you are concerned about a child's welfare, please record your concerns and any observations heard, and report to one of the DSLs as soon as possible on the same day. **DO NOT** conduct your own investigation. If your concern relates to a volunteer or member of staff's behaviour/conduct (which could suggest that they are unsuitable to work with children) then you should report this immediately to the Headteacher in confidence. Such concerns must not be discussed with others. Concerns about the behaviour of the Headteacher must be reported immediately to the CEO of Greensand Multi Academy Trust.

Staff and Adult Code of Conduct

Approved by: Greensand Executive Board	**Date:** 3 January 2024
Last reviewed on: 3 January 2024	
Next review due by: January 2026	

Policy Statement

The Code of Conduct is a statement of Greensand Multi Academy Trust's (the Trust) values and describes both the way it wishes to carry out its business and the standards of conduct it expects from its employees and others working for the Trust.

The Code applies to all individuals operating on behalf of the Trust, whether as an employee or working for the Trust in any other capacity, including as a volunteer (collectively referred to as "Staff" or "you" within this policy).

Policy Context

The Trust aims to be the employer of choice; recruiting and retaining the very best staff that share in the Greensand vision and aspirations for children. This code of conduct supports the Trust vision and values, helping all members of staff to understand how to effectively fulfil our mission.

Our mission is to enrich the lives of every child in our Trust by providing inspiring and transformational learning, cultural and life experiences. We harness the collective power of the schools that make up Greensand Multi Academy Trust through maximising the opportunities for collaboration and supporting the work and progress of others. We challenge ourselves to always be even better tomorrow than we are today, always striving to provide an excellent education and helping every child to step into their greatness.

Greensand Multi Academy Trust's Principles

Our Trust Principles

1) **Stepping into Greatness - The mission**

We are all employed to fulfil this mission, we are all education professionals and have a personal responsibility to behave as such.

2) **Children Stepping into Greatness - Keep Children Safe**

We take responsibility for understanding why, understanding how, and always acting to keep children safe. Safeguarding children takes many forms, from protecting from abuse to providing a safe physical environment.

3) **Staff Stepping into Greatness - Be the person you want on your team**

Every member of staff has an important role to play within the whole Trust, within individual schools and within a variety of smaller teams within the Trust. We always treat each other with kindness and respect. We understand and appreciate the importance of every member of staff's contribution and remember we are all people of equal value. Collaboration, support and challenge is essential to our success. We are flexible, adaptable and ready to adjust our individual priorities for the benefit of the whole team.

4) **Growing Great Schools - be even better tomorrow than we are today**

We believe that getting better every day is essential to helping our children step into their greatness. We are all motivated and proactively engaged in improving ourselves and helping others to improve. We welcome visitors into our schools and make them feel comfortable. We are proud of the individual role we play in making our schools great and ensure that our actions

promote a positive reputation of our Trust.

These principles guide the way Staff behave whilst at work, they guide the way we work together, how we do our jobs and how we recruit, select and develop our Staff.

We expect you to behave in a manner that is consistent with these principles and this is encouraged and reinforced through the Trust's performance management process for employees.

While the Code sets out the standards of behaviour expected of Staff, the following questions may help you to decide whether what you are doing (or intend to do) is acceptable:

- Is anyone's life, health or safety endangered by your action?
- Does your action "feel" right? Could you successfully justify your action to your line manager, pupils, colleagues, friends or family?
- Is your action legal, honest and does it comply with our policies, statutory requirements and approved practice?
- Does your action appear reasonable?
- Would you be able to justify it to the local media?
- Would you be compromised if your line manager, fellow colleagues, friends or family knew your action?
- Does your conduct undermine the reputation of the Trust and/or your profession?

This Code is intended to bring your attention to key areas of conduct. However, the Code is backed up by more detailed policies on Health and Safety, Equal Opportunities, Child Protection, Safeguarding and Whistleblowing. It should also be read in conjunction with our Grievance Procedure and Disciplinary and Capability Policy for employees.

Many of the rules set out below may seem obvious and would apply in any type of employment; for example, the requirement to follow reasonable instructions. Others, however, are related specifically to the nature of our organisation and may only be relevant to particular groups of Staff.

By their nature, **these rules are not exhaustive** but they set out the principles to be observed which, if breached, may lead to disciplinary action against employees or other action against non-employees. From time-to-time issues may arise which are not specifically covered within this code, but which may lead to disciplinary action if your actions amount to misconduct in the case of employees or other action for non-employees.

Even though not mentioned in the rules, criminal or statutory offences committed while at work may result in disciplinary action, including summary dismissal (or other action for non-employed staff).

We may also be obliged to involve the Police. Such offences committed away from work may be dealt with under the disciplinary procedure (employees) if they are considered relevant to the suitability for the work you are employed to do. You must notify us immediately if you are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children's Barred or Adults' Barred List (if applicable) administered by the Disclosure & Barring Service (DBS). Failure to do this may be taken into account in disciplinary proceedings (employees).

If you collude with anyone else in the breaking of any of these rules you may also be liable to

disciplinary action or other action.

Rules and Standards of Behaviour

The rules that follow set out examples of standards of behaviour expected of you. It should be noted that **this list is not exhaustive**.

Breaches of the Code of Conduct will be dealt with in accordance with our Disciplinary and Capability Procedure (or other action against non-employees).

The disciplinary action to be taken in any individual case will always depend on the particular facts. However, breach of any rule shown within the Code may lead to dismissal or summary dismissal (dismissal without notice for gross misconduct) dependent on the seriousness of the misconduct, or termination of your contract for non-employed staff.

Health and Safety

You should always observe any Trust health and safety rules and guidance. You

should never:

- breach our health and safety policies;
- act in a manner likely to endanger yourself, colleagues, pupils, parents, members of the public, the Trust's property or that of a third party;
- ignore anything that has the potential to cause harm. It should be immediately brought to the attention of your line manager;
- misuse any item provided for health and safety purposes;
- smoke or vape anywhere on Trust property. This includes in vehicles.

If this area of the Code of Conduct has been breached or has come close to a breach, we may review our policies and deliver extra training where we consider this will help Staff to minimise the risk of events happening again.

Drug, Alcohol and Substance Misuse

We prohibit you from drinking alcohol in the workplace, during your contracted hours or during Trust business, other than reasonable drinking of alcohol in connection with approved social functions. We regard drinking to an 'unreasonable level' as any of the following situations:

- in the opinion of management, your performance is impaired;
- in the opinion of management, your behaviour may cause embarrassment, distress or offence to others;
- you continue to drink when instructed to stop by a manager.

We will take all reasonable steps to prevent Staff carrying out work-related activities if you are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

We expressly prohibit the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Trust premises, in Trust vehicles or at a Trust related function, they will be regarded as serious, will be investigated by us, and may lead to disciplinary action and potential dismissal (or termination of your contract for non-employees) and possible reporting to the Police.

Staff or any other person under the Trust's control must not, in connection with any work-related activity:

- be under the influence of alcohol or drugs (except prescribed medication for you) whilst at work, during contracted hours or whilst performing any duties;
- misuse and be under the adverse influence of substances whilst at work, during contracted hours or whilst performing any duties;
- attempt to sell or give drugs or alcohol to any other employee, staff, student or other person;
- be in possession of controlled drugs contrary to the Misuse of Drugs Act 1971 (as amended);
- operate machinery under the influence of drugs or alcohol. (There may be an exception for prescription drugs, provided they do not have an impact on performance whilst operating machinery);
- fail to inform your line manager if taking prescription drugs or over the counter medication which may affect the ability to perform duties normally;
- drive vehicles whilst on Trust business whilst under the influence of drugs and/or alcohol or prescribed/over the counter drugs that may have an impact on your ability to drive safely;
- fail to follow instructions in relation to health and safety procedures for use and storage of solvents.

Attendance at Work

Employees should attend for work at all agreed times and should obtain prior authorisation for any absence.

Employees should:

- observe any designated hours of work;
- always observe the individual workplace's requirements on the notification of absence by reason of sickness (outlined within our Attendance Management Procedure);
- never work elsewhere when absent from the Trust without line manager's authorisation. Examples of absence include sickness, suspension and leave related to work and families;
- comply with our leave policies , including our Special Leave Policy, Family Leave Policy, Holiday Entitlement Policy, Home Working Guidance, Attendance Management Procedure; and
- never leave work during designated/ agreed working hours without permission.

Professional Conduct

We expect all Staff to behave in a professional manner at all times; to be honest, act with integrity and give respect and consideration to others and to comply with professional codes of practice.

Staff should always:

- be honest,
- follow all reasonable and lawful instructions;
- conduct themselves in a manner that does not bring the Trust's name into disrepute;
- act in a manner that is not abusive towards another person, this includes indirect abuse for example where abusive comments are made to others out of the hearing of the target;
- treat everyone with respect and not undermine them, bully or harass them or act towards them in a manner which is discriminatory;
- adhere to professional requirements to attend relevant training and submit monitoring information in relation to employees and students where relevant;
- advise your line manager if your professional status has been removed by the professional body or you are subject to any disciplinary investigation and/or disciplinary action by the professional body;
- take reasonable care of pupils under your supervision and follow our required guidelines and safeguarding policies;
- comply with all relevant statutory provisions;
- cooperate with management in complying with our policies and procedures to the extent they apply to your position;
- comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment;
- comply with the Codes of Conduct of professional bodies to which you may belong;
- not bring members of your family, dependants or other visitors onto Trust premises whilst conducting normal working duties without prior permission from Senior Leaders;
- be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the Trust in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies;
- ensure that their own personal or political opinions, including those posted on social media platforms, do not interfere with any policy of the Trust and make it clear they are personal opinions and not aligned with or a wider representation of the teaching or views of the Trust;
- be responsible for ensuring that their private interests and personal associations do not conflict with their professional duties;
- declare any non-financial or financial interest which might conflict with the ethos or work of the Trust or any relationship which, by the employee's association with that person, might adversely affect the Trust's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people;
- maintain confidentiality at appropriate times, using their professional judgement as to when this is necessary.

And must not:

- post, distribute or display inappropriate literature at any of the Trust's premises or

other premises whilst on Trust business;
- behave in a violent manner or threaten violence towards another person;
- use social media in such a manner that may bring the reputation of the Trust or the employee themselves into disrepute;
- make false allegations against another person or the Trust;
- behave in an insubordinate or inappropriate manner;
- behave in a persistent careless and/or negligent manner;
- behave in a manner that is likely to disrupt working relationships.

If this area of the Code of Conduct has been breached or has come close to a breach, we may review our policies and deliver extra training where we consider this will help staff to minimise the risk of events happening again.

Dress and appearance

A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. However, adults must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image and is in line with the expectations we have of the children in the individual schools where we work.

Clothing and footwear must be safe and clean and take account of health and safety considerations. Adults must ensure they are dressed in ways appropriate to their role and not likely to be viewed as offensive, revealing or sexually provocative. Specifically they should not distract, cause embarrassment or give rise to misunderstanding and should be religious and culturally sensitive and free of any political or otherwise contentious slogans, and not considered to be discriminatory. This applies to tattoos and body art, excessive piercing and extreme hair styles.

Adults who dress or appear in a manner which may be considered as unsafe or inappropriate could render themselves vulnerable to criticism or, where the adult is an employee, allegations of misconduct that may lead to action under our disciplinary procedure.

Examples of inappropriate staff clothing and footwear could include;

- excessively high heels,
- flip flops/crocs,
- jeans,
- lounge wear,
- beach wear
- crop tops

Safeguarding Children

All employees, workers, learners and volunteers and anyone operating on behalf of the Trust or visiting the Trust have the right to feel safe on our premises or while carrying out activities in relation to the Trust. No one should be hurt or abuse anyone in any way.

Staff must always:

- respect other people's right to safety;
- not hurt or abuse others; and not threaten to hurt or abuse them;
- comply with our pre and post-employment vetting procedures;
- advise your line manager if you are under investigation by the Police or other authority in connection with allegations of abuse;
- advise the nominated officer if you are aware or have any suspicions that anyone is abusing another person;
- comply with our procedure on Safeguarding Children.

Relationships with Students

Staff must at all times:

- maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably;
- act in an open and transparent way that would not lead any reasonable person to question their actions or intent;
- think carefully about their conduct so that misinterpretations are minimised;
- be mindful of section 16 of The Sexual Offences Act 2003.

Staff must never:

- establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued;
- develop personal or sexual relationships with students and should not engage in any sexual activity with a student;
- make sexual remarks to a student, discuss your own sexual relationships with, or in the presence of students or discuss a pupil's sexual relationships in an inappropriate setting or context.

Contact with students should be through the individual School's authorised mechanisms e.g. Study Bugs, Marvellous Me, ParentMail, Satchel. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and you should not share your home address with students. If contacted via an inappropriate route, you must inform the headteacher immediately.

You must not accept friend invitations or become friends with any student of the Trust on any social media platform. You should also refrain from following any student on Twitter, Instagram or other similar social media accounts of students.

If this area of the Code of Conduct has been breached or has come close to a breach, we may review our policies and deliver extra training where we consider this will help staff to minimise the

risk of events happening again.

Infatuations & Crushes

A child or young person may develop an infatuation with an adult who works with them. An adult, who becomes aware (may receive a report, overhear something, or otherwise notice any sign, no matter how small or seemingly insignificant) that a pupil has become or may be becoming infatuated with them or a colleague, must report this without delay to the headteacher or the most senior member of staff, so that appropriate action can be taken to avoid any hurt, distress or embarrassment.

The situation will be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the pupil. It should also be recognised that careless and insensitive reactions may provoke false accusations.

Transporting Pupils

In certain situations, e.g. out of school activities, adults may agree to transport pupils. Transport arrangements should be made in advance by a designated employee who will be responsible for planning and overseeing all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable, transport should be provided other than in private vehicles.

For primary aged children there must be at least one adult additional to the driver acting as an escort.

For secondary aged children there must always be either one adult with two or more children, or two adults if there is one child.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.

It is inappropriate for adults to offer lifts to a pupil, unless the need has been agreed with a Senior Leader and another adult is accompanying them in the vehicle. If this falls outside their normal working duties parental consent must have been given.

There may be occasions where a pupil requires transport in an emergency situation or where not to give a lift may place a pupil at risk. Such circumstances must always be recorded and authorised by a Senior Leader and parents/carers.

Educational Visits and School Clubs

Adults should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Adults remain in a position of trust and the same standards of conduct apply. Adults must refer to the school's policies

on Educational Visits and Health, Safety and Welfare.

Physical Contact with Pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, culture, religion, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact can be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally demanding, or avoidant, of physical contact and staff should respond sensitively, where appropriate, deterring children from excessive contact by helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil/student's agreement, for the minimum time necessary and in an open environment, i.e. one easily observed by others. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

Staff should always allow/encourage pupils, where able, to undertake self-care tasks independently.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Headteacher or Lead DSL, recorded and, if appropriate, a copy placed on the child's file.

Staff should refer to each school's Behaviour and Intimate Care Policies.

Allegations of Abuse Against Staff

We all have a duty to promote and safeguard the welfare of children at our school. In line with this duty, we have a policy and procedure dealing with allegations of abuse against staff within our Child Protection and Safeguarding Policy.

All members of staff are required to familiarise themselves with this policy and comply with it.

Concerns about the possible abuse of children by staff will usually arise in one of two ways, either:

- a direct allegation by a pupil or a third party, for example a parent; or
- an observation by a member of staff that the behaviour of a colleague is inappropriate or potentially or actually abusive.

1. Allegations that may meet the threshold

Where a member of staff has any concern about another member of staff, including volunteers, contractors, and supply staff that may meet the harm threshold (outlined below) you must report such a concern to the Headteacher immediately, unless the allegations are about the Headteacher, in which case, it must be reported to the CEO. This person is known as the "Case Manager". If the Headteacher is absent, the allegation should be reported to the teacher in charge.

A concern/allegation meets the harm threshold if the allegation is that the individual concerned:

- behaved in a way that has harmed or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates member of staff may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates the member of staff may not be suitable to work with children.

2. Low-level concerns

In line with Section Two of Part Four of Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored and reinforced by staff.

The term 'low-level' concern does not mean that the concern is insignificant, it means that a staff member, supply teacher or volunteer does not seem to have met the harm threshold as set out above.

A low-level concern covers any concern no matter how small, even if it is no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work and;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- humiliating pupils.

Such behaviour can exist on a spectrum.

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Headteacher.

Any concerns about the Headteacher should be reported to the CEO.

All low-level concerns will be recorded in writing. Each record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual who raised the concern should be noticed, but if that individual wishes to remain anonymous, that will be respected to the extent it is reasonably possible to do so.

Records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a low level concern to meeting the harm threshold. We will also consider whether there are wider cultural issues existing in the school that may have enabled the behaviour to occur. If this is found to be the case or a contributory factor, we may review our policies and deliver extra training where we consider this will minimise the events happening again.

Communication and Confidentiality

Confidentiality should be maintained in accordance with statutory and Trust regulations and procedures in all forms of communication.

<u>You should:</u>

- always comply with our Data Protection and Freedom of Information policies and procedures with regard to the retention, disposal security and disclosure of personal data;
- never disclose confidential information to any other person or party without consent (unless specifically required to do so by law);
- never search confidential files to which access has not been granted.

Regulatory issues and Use and Security of Resources

You are expected to act with honesty and integrity to safeguard the stewardship of resources for which we are responsible. You should always comply with regulations that are applicable to the

Trust and its business.

You should always:

- ensure that you comply with the rules and principles of any regulatory bodies and/or relevant statute applicable to the duties you perform;
- comply with the Trust's financial regulations;
- comply with our Gifts and Hospitality Policy (to the extent it applies to your position);
- ensure that you account promptly and accurately for all monies handled in the performance of your duties. If you discover any discrepancy or loss, you must declare it to your line manager without delay. Note: Any attempt to conceal any discrepancy will only heighten the suspicion of dishonesty later. We may report any such losses and thefts to the Police;
- declare any conviction for a criminal offence or caution in relation to an offence (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020).

Staff should:

- never wilfully damage or abuse the property of students, fellow workers or the Trust, or the property of outside agencies whilst conducting Trust business;
- never access, view or distribute material of a pornographic nature;
- never make a financial claim in connection with work or services that have not been undertaken in connection with authorised Trust business;
- never remove any Trust property from the Trust's premises unless approved by your manager;
- never remove, or be in unauthorised possession of, any property or facilities belonging to the Trust or to any employee, student or visitor to the Trust;
- always use our systems (e.g. computers, internet) in accordance with our Acceptable Use Policy;
- take all reasonable measures to ensure, so far as it is practical, the safety and security of Trust property, including premises, vehicles, equipment and cash.

Equality and Diversity

We seek to achieve an environment in which all are included and in which discrimination is not tolerated. We are committed to promoting equality of opportunity regardless of sex, gender reassignment, race (which covers colour, nationality, ethnic or national origin), disability, religion or belief, sexual orientation, pregnancy or maternity, marital or civil partner status or age. Everyone should be treated with respect and dignity and establish a culture where diversity is valued.

You should always:

- observe our Equal Opportunities Policy.

Gaining Employment/Promotion/Transfer

Employees or potential employees must comply with our recruitment and selection procedures.

When applying for a job/transfer/promotion, employees should not:

- make false statements to us or withhold relevant information. Any breach could result in disciplinary which may be taken against an employee at any time and also the removal of the offer of employment.
- fail to comply with our recruitment and selection policies and procedures.

Employment of Family

We do not believe it is good practice, either for the individuals or the Trust, for close relatives to be employed in the same Department, particularly where one reports to the other.

Relationships covered by the term 'relative' include immediate family, i.e. spouse, partner, civil partner, parents, children, siblings, in-laws, uncles, aunts, nieces and nephews.

It is possible for relatives to be appointed within the same Department but this should be discussed fully with us before action is taken, and should only be in cases where there will be no direct working relationship between the individuals.

Employees should not:

- be involved in the selection process where you are related in any way to an applicant or have a personal relationship outside work with them;
- be involved in decisions relating to discipline, promotion, pay or adjustments for any employee who is a relative, partner or close friend.

Staff who are parents

Working in the same school as the one your child/ren attends comes with responsibility and you will need to know when you are a parent and have personal communication with school and when you are a member of staff and have professional communication with school.

As a member of staff you agree with the school's vision, values and ethos and uphold them all the time whilst you are employed in the school (this includes during your working hours and outside of working hours).

Conflicts of Interest

Conflicts of interest should be avoided at all times. Any issues of conflict or potential conflict should be raised with your line manager at the first possible opportunity.

Employees should:

- act in the best interests of the Trust at all times;
- not work for other employers while employed by the Trust if there is any possibility of a conflict of interest.

Examples of a personal interest that should be declared are:

- a directorship, a large shareholding, promise of future employment or the employment of a close relative or friend in a position of influence in an organisation which may compete or do business with the Trust;
- receipt of compensation (except remuneration from the Trust) for services provided to any person or organisation on our behalf;
- outside activities that adversely affect job performance, either through excessive demands on working time or through conflicting commitments;
- activities that involve the unauthorised use of the Trust's time, equipment or information which could adversely affect the Trust's reputation or relations with others or could otherwise conflict with the interests of the Trust.

Contractors

Contractors may include individuals who are temporarily working alongside School staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness. Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Gifts, Entertainment and Hospitality

You should always act with integrity and not allow yourself to be put into a situation which does not allow you to act with honesty and integrity and/or in the best interest of the Trust.

You should not:

- allow yourself to be influenced in making a business decision as a consequence of accepting gifts or hospitality as detailed in the Financial Regulations.

For further information, please see our Gifts and Hospitality Policy.

Reporting Misconduct

You are expected to:

- report violations or suspected violations of law or the standards set out in this Code of Conduct. In these situations, you should contact your line manager.

- comply with our Whistleblowing Policy in the event of concerns or evidence of malpractice in connection with the Trust. Note: Any information provided by you will be kept confidential in accordance with our Whistleblowing Policy, unless otherwise required by law and may be made without concern of retribution.
- report all/any suspicions of fraud or theft to your line manager.

Further Guidance

If you require further clarification on this document, please contact your Headteacher

Horley Infant School
Learning together, hand in hand

Governors' Vision

To grow an outstanding learning community where we embrace and nurture the individual
Everyone will have the confidence to embark upon future challenges
Inspiring all to achieve

The Staff and Governors of Horley Infant School believe that every child matters. We aim to:

Stimulate every child's mind by creating an environment promoting the desire to question and investigate;

Maintain a balanced curriculum, keeping high expectations of teaching and learning, whilst utilising advances in technological development;

Involve parents actively in school life, forming committed partnerships locally, nationally including the global community;

Lead children well. Promoting every child's potential, developing their self-esteem to achieve success;

Encourage respect and sensitivity for the needs of others, creating equal opportunities, regardless of gender, belief and ethnic background, intellectual or physical abilities;

Sustain a secure and happy environment where every child feel safe

Class Organisation (2025 - 2026)

The Pod		Reception **Bumblebees** Adam Thompson Sam Miles (M-Th) Hannah Birch (F)	Reception **Ladybirds** Gemma Jenner Chloe Lawrence
Room 4 **Starfish Room**		Reception **Butterflies** Charlotte King/Sarah French Siham Elgalla	
Year 2 **Giraffes** Katharine Staples Jodie Thomas		Year 1 **Foxes** Ellie Day/Anna Benjamin Katy Beck	
Year 2 **Zebras** Emily Henty/Jenni Lomas vacancy		Year 1 **Squirrels** Marie Read Debbie Davis (am) Sarah Collins (pm)	
Year 2 **Lions** Charlotte Cox Sue Barnes		Year 1 **Otters** Michelle Emery Claire Heston-Cleary	

STAFF ORGANISATION (2025-2026)

Senior Leadership Team (SLT)			
Jason Walters (Headteacher) Leadership and Management; Quality of Education; CPD; DSL; ECT Induction Lead; School Council & Eco; Community Events; Governance		**Debbie Povey-Chatterton** (Deputy Headteacher) SENDCO; Behaviour & Attitudes; Personal Development; DDSL, Pupil Premium; Designated Teacher for LAC; Behaviour; ECT Mentor; Inclusion; EAL; Provisions & Interventions	
Adam Thompson (Reception Team Leader)	**Marie Read** (Year 1 Team Leader)	**Katharine Staples** (Year 2 Team Leader)	**Shazia Anjum** (School Business Manager)
Quality of EYFS; Quality of Education; Foundation Subjects Lead; PSHE; Footsteps	Quality of Education; English; Staff Governor	Quality of Education; Mathematics; Data Management; Assessment Co-Lead	Finance; HR & Personnel; Procurement; Administration; Premises; Health & Safety; GDPR; MDS; Compliance

Reception Teaching Team (including Teaching Assistants)	
Adam Thompson **Sam Miles (M-Th)** **Hannah Birch (F)**	SLT Teaching Assistant Teaching Assistant
Gemma Card **Chloe Lawrence**	D&T; Outdoor Learning Teaching Assistant
Charlotte King **Sarah French** **Siham Elgallaa**	P.E & Sports Premium; Geography Teaching Assistant
Jo Parker **Penny Holmes (M-Tu)** **Izabella David-Andor (W-F)**	SEN Teaching Assistant SEN Teaching Assistant SEN Teaching Assistant

Year 1 Teaching Team (including Teaching Assistants)	
Marie Read **Debbie Davis (AM)** **Sarah Collins (PM)**	SLT Teaching Assistant Teaching Assistant
Michelle Emery **Claire Heston-Cleary**	History Teaching Assistant
Ellie Day **Anna Benjamin** **Katy Beck**	Computing & E-Safety Art & Design Teaching Assistant
Amy White **Sally Ledingham**	SEN Teaching Assistant SEN Teaching Assistant

Year 2 Teaching Team (including Teaching Assistants)	
Katharine Staples **Jodie Thomas**	SLT Teaching Assistant
Charlotte Cox **Sue Barnes**	Science Teaching Assistant
Jenni Lomas **Emily Henty** **VACANCY**	Music RE & SMSC Teaching Assistant
Karen Keighley	SEN Teaching Assistant

Admin & Premises Team	
Shazia Anjum	School Business Manager
Lynn Sadd	Senior Administrative Assistant
Teresa Ardron	Administrative Assistant
Trudi Norman	Administrative Assistant
VACANCY	Clerk to Governors
Neil Young	Premises Manager
Steadfast Cleaning	Cleaning Contractors

Pastoral & Specialist/Wider Support	
VACANCY	Home School Link Worker & DDSL
Jenny Whiting	Leadership Cover & Community Music
Hannah Birch	Speech & Language Assistant
Claire Medlicott	ELSA
Alison Taylor	SALT (external)

Sunrise & Sunset	
Karen Hutchings	Lead / Admin / Finance & DDSL
Karen Burrell	Deputy Leader
Julie Barry	Playworkers
Angela Bevan	
Lynn Sadd	
Michelle Hughes	
Yayoi Pembrey	
Jodie Thomas	

Senior MDS	Mid-Day Supervisors								
Teresa Clark	**Julie Barry**	**Angela Bevan**	**Lubna Chowdhury**	**Sarah Collins**	**Sian McConnon**	**Aliza Saymum**	**Dorarta Sylaj**	**Kawter Touizi**	**Chrissa Webber**

V1 18.08.25

Fire Action

Raise the alarm (CONTINUOUS BELL)

Calmly leave the building by the nearest exit

Report to assembly point on the back playground

Do not return to the building until authorised to do so

Do not take any risks

Lockdown Action

Listen for the alarm (PULSATING BELL)

Stay in the building or re-enter by the nearest entrance

Close/lock all blinds, windows and doors

Remain quiet, still and hidden (if possible)

Await further instructions

Pre-Volunteering Checklist

Area	Description	✓
Booklet	Please carefully read through this booklet, particularly our Code of Conduct & Safeguarding information.	
Apply	Complete the volunteer application form and send in to school. This is available in the "volunteers" section of our school website.	
Policies	Go to our policies page on the school website (Our School → Performance & Policies) and ensure you have read/accessed the following policies: ▪ Child Protection & Safeguarding Policy ▪ Health & Safety Policy ▪ Keeping Children Safe in Education: **Part One Only**	
DBS & Update Service	Make sure you have completed the DBS online application and verified your documents with our School Business Manager. It is **really important** that you sign up for the free DBS Update Service within 28 days of receiving your clear DBS result.	
Safeguarding	You **must** watch the Safeguarding Video found on YouTube. It is 30 minutes long and shares essential safeguarding and behaviour information.	
Microsoft Form	Complete the online induction form and submit it to the school. This form means we have necessary contact and medical information in order to support you in school.	
DBS Confirmation	Once the confirmation DBS email has been received from the School Business Manager, please make contact with the relevant school staff member to arrange your first day!	

Induction Checklist

Storage	A member of school staff will explain where you can keep your personal items (e.g. coat / bag / phone).	
Facilities & Fire Evacuation	A member of school staff will show you where the toilets/drinks facilities are and explain fire safety procedures including evacuation and lockdown.	
Safeguarding	A DSL will ensure you are confident with the school's safeguarding arrangements and how you should deal with concerns/disclosures.	

Optional Further Support

(please click on the links or scan the QR code to access the resources)

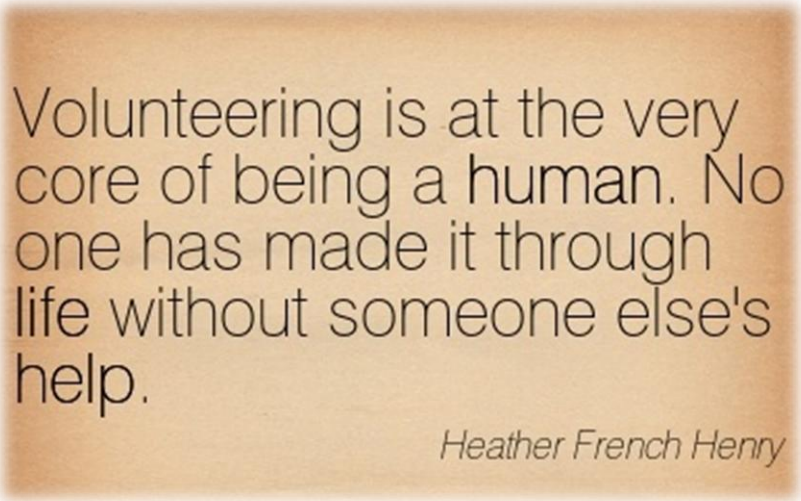
NSPCC Pants Rule	The NSPCC have an excellent tool called "The Pants Rule" which helps children understand that their body belongs to them.	
	Children may disclose information to staff or volunteers. The video here helps staff and volunteers know what to do if a child makes a disclosure.	Responding to disclosures
FGM	Female Genital Mutilation is an illegal practice in which school staff have a legal responsibility to report. More information about FGM can be found here.	
	Although this is a parent guide, this information leaflet on extremism and radicalisation is a useful read.	Extremism

Notes

Notes

"NO ACT OF KINDNESS,
NO MATTER HOW SMALL,
IS EVER WASTED."
-AESOP-

Volunteer!
Start where you are.
Use what you have.
Do what you can.
Arthur Ashe


Volunteering is at the very core of being a human. No one has made it through life without someone else's help.
Heather French Henry

Be part of something bigger than yourself.

CHANGING
THE
WORLD
ALWAYS
Needs
VOLUNTEERS

"Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in."
VOLUNTEERS

Those who bring sunshine to the lives of others cannot keep it from themselves.
JAMES MATTHEW BARRIE