



Sub/Student/ Volunteer Handbook

Welcome to Sperrinview

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"Where pupils come first"

We would like to welcome you to our school and hope that the experiences you gain here will be positive and beneficial as you move on with your career choices.

The purpose of this booklet is to give you the information that is necessary for you to get the most from your placement, for the safety and security of you and the staff and pupils in Sperrinview.



Vision

Enable
Encourage
Empower



Ethos and Environment

Welcoming
Happy and caring
Organised and well-equipped
Facilitating learning
Opportunities for fulfilment
Challenging and stimulating
Peaceful and calm
Enriching experiences
Listening to all
Developing self

In Sperrinview we aim to:

Provide quality, child-centred, holistic education
Promote communication
Develop personal and independent living skills
Celebrate achievement, building self-esteem and confidence
Foster links with families, schools and our local and global communities

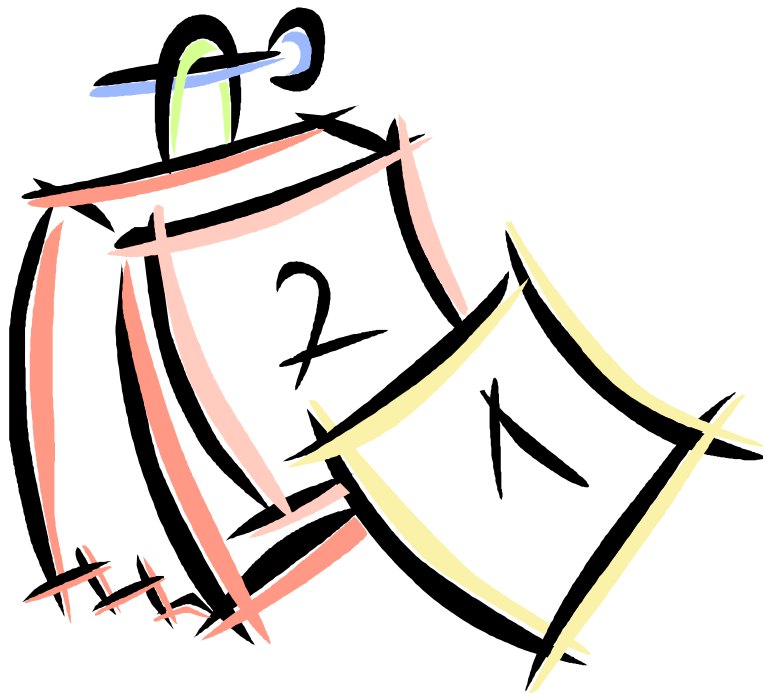
Reporting on the First Day

Please make sure you are in school for 9.00am on the first day of your placement, unless the Principal makes other arrangements with you. The school has coded locks for the safety of the pupils, so ring the bell and the door will be opened,

Report to the secretary's office, sign in and you will be given a student badge. The Principal or Vice Principal will call you to the office when they are ready to see you.

This meeting will introduce you to our school and give you some insight into the structure of the school, the pupils you will be working with and other essential information.

You will be given a tour of the school if you have not had one previously and then introduced to the staff and pupils in your first class.



People You Need to Know



SECRETARY
Mrs Joy Conn-Marshall

PRINCIPAL
Miss Paula Jordan
Head of Middle School /
PMLD



BUILDING
SUPERVISOR
Mr Colin Hamill



Head of Foundation
Mrs Julie Coert



Head of Senior
Mrs Shaunagh
Duffin



Rainbow
Mrs Heather Rowe

Starlight
Mr Mark Ferguson

Vice Principal
Dungannon
Mr John O'Hare



J3
Mrs Julie Coert

S1
Mr Joe Lavery

M1
Miss Cecilia Broomfield

J4
Mrs Amy McFarland

T1
Mrs Shaunagh Duffin

M2
Mrs Paula Kelly

J5
Miss Dannielle Douglas

SA1
Mr Brian Duffy

MA1
Mrs Kerrie Cunniffe

J6
Miss Amy Whittle

SA2
Mrs Mary McGaffin

MA2
Mr Kyle Reid

J7
Mrs Michelle Tolan

Butterfly
Miss Paula O'Donnell

J8
Miss Kerrie Cunniffe

Sunshine
Mrs Laura Grimley

J9
Miss Claire McClelland

People You Need to Know

PRINCIPAL
Miss Paula Jordan



SECRETARY
Mrs Attracta Marron



BUILDING
SUPERVISOR
Miss Grace McCullough



Vice-Principal Cooks-
town
Ms Ruth Walker



J1
Mrs Niamh Harley

One to One
Mr Richard Brown

J2
Miss Michaela Dickson

Roles

All staff in Sperrinview will be glad to help you during your time in school, but if you have a specific question that your class teacher cannot answer please go to Miss Jordan, Ms Walker or any of the Senior Management Team.

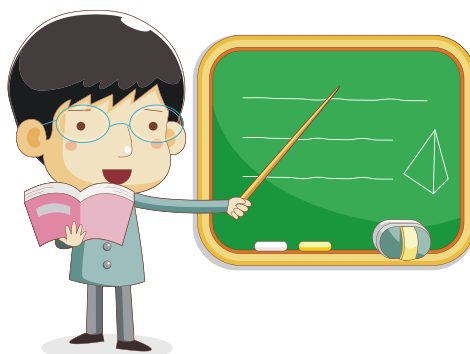
If you have a concern regarding child protection or need to report an accident or injury, please follow the procedures as they were given to you on your arrival.

Your role:

- To complete your student placement work as given by your school or college
- To behave according to the school Code of Conduct
- To adhere to the school Child Protection and Confidentiality policy
- To make yourself aware of emergency evacuation procedures
- To uphold the vision and ethos of the school
- To treat all people in school with dignity and respect
- To provide school with feedback on your experience
- To take direction from the Senior Management Team and classroom staff

The role of the school:

- To induct you fully on your arrival at school
- To place you carefully, according to your needs and those of the school
- To monitor your progress
- To keep you safe and listen to your concerns
- To evaluate your feedback to keep standards of placement high



Child Protection

**PLEASE READ THE SCHOOL'S FULL
CHILD PROTECTION POLICY.**

Designated Teachers: Mr John O'Hare (VP Dungannon)

Ms Ruth Walker (VP Cookstown)

Deputies:

Mrs Shaunagh Duffin (Dungannon)

Mrs Julie Coert (Dungannon)

Miss Niamh Harley (Cookstown)

- NEVER take photos of pupils using any personal device, including mobile phones
- Do not befriend pupils on social media
- All accidents and injuries in school must be reported and recorded.
- If you have ANY concerns about the safety or welfare of a pupil, please pass it on informally to the class teacher. If something "doesn't seem right" about a child or a situation it should be reported on—you don't know the full history and your information may be an important piece in a puzzle.
- NEVER find yourself in a situation where you are left alone with a pupil. This is for your safety too.
- Your teacher will be conscious that you should not be left responsible for pupils. Be aware of the situation yourself and alert a member of staff if you are not happy about any arrangements.



Our Safeguarding Team in Dungannon



Mr John O'Hare

Designated Teacher for Child Protection Dungannon



Mrs Shaunagh Duffin

Deputy Designated Teacher for Child Protection



Mrs Julie Coert

Deputy Designated Teacher for Child Protection



Mrs Nuala Kennedy

Chair of Board of Governors



Mrs Kate Courtenay

Designated Governor for Child Protection



Miss Paula Jordan

Principal

Our Safeguarding Team in Cookstown



Ms Ruth Walker

Designated Teacher for Child Protection Cookstown



Miss Niamh Harley

**Deputy Designated Teacher for Child Protection
Cookstown**



Mrs Nuala Kennedy

Chair of Board of Governors



Mrs Kate Courtenay

Designated Governor for Child Protection



Miss Paula Jordan

Principal



SAFEGUARDING AND CHILD PROTECTION

If you have concerns regarding Safeguarding or Child Protection, the procedure to follow is outlined below:

NAME	ROLE
John O'Hare Dungannon Ruth Walker Cookstown	Designated Teacher for Child Protection
Shaunagh Duffin & Julie Coert	Deputy Designated Teacher for Child Protection

I have a concern about my/a child's safety



I can talk to the class teacher



If I am still concerned, I can talk to the
Designated Teacher for Child Protection
John O'Hare or Ruth Walker
Or Deputy Designated Teacher for Child Protection
Shaunagh Duffin or Julie Coert



If I am still concerned I can talk to the Principal
Miss Paula Jordan



If I am still concerned I can talk or write to the Chairperson of the
Board of Governors Mrs Nuala Kennedy



If I am still concerned, I can contact the
PSNI Public Protection Unit at 101
or a Social Worker from the Gateway Team at
Southern Trust 028 3 741 5285 or Freephone (from landlines only): 0800 783 7745 or
Northern Trust 0300 1234 333

Confidentiality

It is essential that any information you may have about a pupil in school stays with you and is NEVER spoken about outside school.

- Don't use pupils' real names when talking about them outside school or writing about them in coursework or reports
- Don't give specific details that would allow people to guess the pupil you are talking about
- Our pupils are often very well known in the local community. Do not be drawn if people ask about specific children. Keep it very general.



Emergency Guidelines

1. A person appears to be ill/collapses OR there is an accident/injury
 - SHOUT for help and send someone for assistance
 - Do not leave the person
 - Observe until help arrives
2. The fire bell rings
 - Follow directions of staff OR
 - Leave the school building by the nearest marked exit and make your way to the front gates
3. There is a major behavioural incident
 - Get out of the area as quickly as possible,
 - Let a member of staff know immediately

**The school phone number is: 028 8772 2467
or use 999 [or 112] where necessary**



Helpful Hints

"dos

and

don'ts"!!

- Be enthusiastic—you will get so much more out of the experience!
- Be proactive—if you see things needing done, check with staff and get on with it.
- Ask questions about why things are being done
- Take time to really interact with the pupils—they are great teachers
- Chat in the staffroom—you'll cheer us up!
- Fill in the evaluation at the end of this booklet—we want to make sure students enjoy their experiences in Sperrinview
- Sign in and out



- Be alone with pupils at any time
- Try to do anything you are not 100% sure about without checking with staff
- Sit quietly in the corner—you won't learn and you'll get bored
- Talk about pupils by name outside school
- Be late or leave early without checking with staff first
- Forget to BYO mug for the staffroom or pay for your tea/coffee (money bank in staff kitchen area)



How was your time with us?

Please fill in this evaluation form to help us keep up high standards of experience for our visiting students.

Use the following rating scale:

1
Excellent

2
good

3
average

4
not good

5
poor

PLEASE RATE

1. The application process for a placement in Sperrinview

1 2 3 4 5

2. The initial visit—talk with Principal, tour of school, information

1 2 3 4 5

3. The Student Handbook

1 2 3 4 5

4. The information given to you by the class teacher

1 2 3 4 5

5. The helpfulness and approachability of the staff in your class

1 2 3 4 5

6. The general friendliness of staff in the school

1 2 3 4 5

Best experience...

Could have been better...

Sperrinview Special School
Placement Induction Checklist

- Section A - to be carried out by a member of the Senior Management Team
Section B - to be carried out by the class teacher

Name -----

Placement from _____

Placement dates _____

SECTION A (Pre-placement Visit)

1. Welcome
2. Provide and discuss Student Handbook
 - layout of building
 - car parking
 - fire drill
 - pupil supervision
 - confidentiality
 - discipline
 - responsibilities of person on placement
 - health and safety at work
 - duties/hours
 - staffing
3. Introduction to class teacher to whom assigned

SECTION B (1st day of placement)

1. Outline of detailed duties as listed:
 - A) time and detail of breaks
 - B) role of other staff in class
 - C) role of support staff
 - D) introductions to staff/pupils in class
 - E) arrange for CA to make necessary introductions in staffroom
 - f) daily/weekly timetables
 - g) class layout/storage/preparation
 - h) pupil management/ discipline
 - i) responsibilities

(see guidance notes for teachers)

2. Opportunities for questions (list these and the replies)