



Charity Number: 1048225

A guide to Friends of Haslington Primary Academy

Introduction

Welcome to our school. This guide has been compiled by the Friends of Haslington Primary Academy (FOHS) for its members, active members of the committee and Trustees. It gives more in-depth explanation about FOHS.

Why does FOHS exist?

We are fortunate at our school that FOHS is, and has been, an integral part of the school community for many years. In its time the FOHS has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education and whole school experience as well as the school's facilities in general.

All parents/guardians/carers and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of FOHS when their child joins our school. We are also keen to get Grandparents and other family members involved.

Aims of FOHS

1. To enhance the education & wellbeing of the pupils of Haslington Primary Academy, providing or supporting provision of facilities & resources through fundraising

2. To promote positive close co-operation & communication between parents, guardians, carers & school staff
3. To provide activities & events to support and enhance school provision.

It is not the purpose of FOHS to raise or discuss individual pupil or parent/guardian/carer concerns. Such matters should be raised through the appropriate channels following school guidelines.

School management/operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside the remit of FOHS.

Role of the committee

The FOHS committee consists of a Chair, Vice-chair, Treasurer, and Secretary. We also have other ordinary committee members to make up the full committee. The committee meet on a regular basis once per term, with smaller working groups meeting as necessary when planning and organising larger events.

Charitable status

FOHS is a registered charity. Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations, and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as FOHS and how we conduct ourselves financially as well as an entity. If you would like to see a copy of the constitution, you will be able to find it on the school website under the FOHS page. Otherwise, please contact a Committee Member or the school office.

Being a registered charity enables FOHS to:

- Receive charitable donations from local and national companies
- Apply to grant-making charitable trusts, most charitable trusts will give grants only to groups formally recognised as charities.

- Receive donations made through payroll giving and company matched giving schemes.
- Apply for Gift Aid

Annual General Meeting (AGM)

Our Annual General Meeting is held once each year and provides an opportunity for all parents/guardians/carers to come along and hear in more detail about events run, funds raised and how the money has been spent. It is also the occasion when we elect our new committee members.

Support from Parentkind (formally PTA-UK)

FOHS is a member of Parentkind, which is a national charity and membership organisation for Parent Teacher, Friends Associations. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all FOHS run events, support and advice on running the FOHS plus fundraising ideas and good practice hints and tips.

How we raise money

The majority of our funds are raised through the events that we run. Some of our most popular events are:

- Christmas Fayre and Summer Fayre
- Movie Nights
- Discos

We raise money in other ways too. Donations from families are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills. We always try and respond to the children's requests, made through the school council. The teachers may also put requests in too.

How we spend the money we raise

It is at our FOHS Committee meetings, that the decisions on how to spend the money are agreed. Our Head Teacher creates a 'wish list' of items that the school would like to purchase. Usually this will be the result of the children asking for something via the school council. At other times it will be for resources to improve a particular area of the curriculum or school environment. In the main, FOHS funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum. We aim to spend the money we raise fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else. Of course, there will be times when we may have to fundraise for a large project in the future.

Links with local businesses

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local businesses are very generous in their donations of raffle prizes etc.

Company matched giving.

Company matched giving is very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. There are several benefits to both ourselves and the company involved:

- Employees' morale is boosted by having their efforts supported by their employer.
- The company benefits from having charitable donations written off against taxable profits.
- The company can endeavour to get publicity for their giving.

- FOHS benefits from receiving perhaps double what we have raised at an event.

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the FOHS committee members, or ask in the school office.

How we get information to you

All FOHS letters are either sent via the school DOJO or placed directly in your child's bag. Such letters may include information on forthcoming events and dates plus requests for assistance, when we are planning large events. We also have a FOHS Facebook page – search Friends of Haslington School on Facebook and please join our community online. We will also share our events, goals and achievements as part of the weekly school newsletter shared by the Academy each Friday.

How you can get involved

There are lots of ways you can support your child through FOHS. Offering to help before events or at other times during the year is so valuable – it really is a case of 'many hands make light work.' It doesn't matter if you can't help on a regular basis, or even if you can't come into school. There are always little jobs that can be done from home if you have half an hour to spare e.g., wrapping gifts, preparing raffle tickets, etc. we really couldn't achieve what we do without the unseen 'army of help' that exists in school.

You can of course, if you feel able, volunteer to be a Committee (ordinary) Member or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion. You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us. If you would like to get in touch and offer any help, please contact us via our Facebook page (Friends of Haslington School). The request to join the FB page will be taken as consent to receive information on upcoming events, fundraising targets, parent/guardian/carer volunteer requests in relation to the purpose of the charity. Members can remove themselves from the site at any time. For more information, please

refer to the data and communication management policy on the school FOHS webpage.

A Message from the FOHS Committee/Trustees June 2023

We hope you now know a little more about FOHS. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

Appendix 1. FOHS Safeguarding policy statement and guide for members.

1. The health and safety of all children is of paramount importance. Parents/guardians/carers send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. In order to do this, a wide range of measures and policies are put in place by Haslington Primary Academy. These are all available to view on the school website. The FOHS support and abide by these policies.
2. The Haslington Primary Academy Safeguarding Policy is updated every two years and approved by the Governing Body.
3. The Designated Safeguarding Leader (DSL) is Mrs Donna Mitchell (Head teacher). Other trained Designated Safeguarding Leads are Mrs Katie Donnelly (Deputy Headteacher). The governor responsible for safeguarding is Pauline Turner.
4. FOHS will ensure that we prioritise child safeguarding at every event that is held.
5. All members of FOHS that visit school during the working day will adopt and follow school policies for signing in at the school office and other safeguarding procedures.
6. All FOHS members are aware that any concerns regarding events they witness or are concerned about should be raised with the FOHS Chairs and Designated safeguarding lead immediately. It is crucial that FOHS members recognise the importance of sharing information confidentially. Support will be offered if needed.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief.
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g., 'Everything will be alright now'
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate.
- Explain to the child what you have to do next and who you have to talk to

- Take notes, if possible, or write up the conversation as soon as possible afterwards. Contact the school safeguarding officer or a member of the school leadership team as soon as possible.

7. First Aid arrangements will be included as part of the risk assessment for any event. Should a child be injured or taken unwell during an event, the FOHS member or volunteer must inform the member of staff in attendance. School staff will then take responsibility to decide whether a parent/guardian/carer needs to be contacted to advise or collect the child or whether further medical attention is required.
8. Safeguarding and volunteer checks. FOHS has a duty of care to consider the safety and well-being of children and vulnerable adults. However, not all people who have contact with children are required to have a DBS check. It will depend on how often they have contact with children and whether that contact is considered regulated activity. However, all FOHS Trustee members will have an enhanced DBS disclosure with a barred list check. At least one trustee member will be in attendance where the event is for children not accompanied by parents/guardians/carers e.g., school disco. Volunteers helping at events must ensure that they are not left alone (in unsupervised situations) with children e.g., toilet trips. Volunteers must not use their mobile phone during events with children.

FOHS will also take advantage of any safeguarding training available from the Head of School.

Guidance for Events:

- Events where children are dropped off and collected – a register will be available, and children should be checked in and out of the event.
- Contact details for the child's parent/carer will be held by the school and accessed via a member of staff if necessary, during the event. A member of staff will take responsibility for dismissing the child at the end of the event.
- Exits will be monitored to ensure children cannot leave an event unattended.

Appendix 2. Members code of conduct

A safe community is obtained not only through the use of written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. Our school community consist of staff, children and parents/guardians/carers learning together in an environment in which each person feels safe, valued, respected and stimulated. This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectations for behaviour, as well as the rules and consequences at FOHS sponsored activities. The guide begins with the Members' Rights and Responsibilities, followed guidelines for Behaviour at FOHS Functions. Throughout this document, the word 'member' refers to the children, staff, and parents within our school community.

Members Rights and Responsibilities

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe both physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.

- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e., we don't talk about other people's children or their behaviour.

Guidelines for Behaviour at FOHS Functions

The children will:

- Keep hands, feet and other objects to themselves.
- Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
- Respect school and personal property.
- Refrain from name calling, using inappropriate language or teasing others.
- Not engage in activities that may injure others whether intentional or unintentional.

What happens if a child behaves unacceptably at a FOHS function?

Adult Responsibilities:

- It is the right and responsibility of active FOHS members attending a FOHS function to verbally correct, or to report to a member of staff, any misbehaviour by any pupil or parent/guardian/carer that occurs at that specific FOHS event.
- Parents/guardians/carers attending FOHS sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/guardians/carers unable to accompany their children to FOHS sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of a school Disco, those present representing the FOHS or school staff will assume this responsibility.
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil have a short time out to calm down. If the behaviour is significant it will result in immediately contacting the child's parent/guardian/carer which will be the responsibility of a member of staff. The

parent/guardian/carer will be expected to remove the child from the event. At any subsequent events a child may then need to be accompanied 1 to 1 by a supervising adult or be excluded from attending future FOHS sponsored functions.

Significant Severe Behaviour:

- Wilfully endangering yourself or others.
- Wilfully destroying property.
- Wilful disobedience of adults attending FOHS functions.
- Engages in abusive language or behaviour.

Appendix 3: Complaints Policy

1. This is a procedure if there is a complaint against FOHS
2. Haslington Primary Academy has its own complaints procedure. Contact school for details.
3. The FOHS defines a complaint as any expression of dissatisfaction about the FOHS action or lack of action or about the standard of a service provided. A complaint can be written or verbal.
4. A complaint is not:
 - a request for service (such as the FOHS not holding enough events)
 - a request for information or an explanation of FOHS policy (such as why the FOHS charges an amount for an event)

These issues will not be treated under the complaints procedure but instead can be addressed as seen fit by the FOHS Chairperson.

Making a complaint about FOHS

1. If you feel that FOHS has failed to meet its requirements and you want to complain in the first instance you should contact the Chair of FOHS in writing.
2. If the complaint received by FOHS is in respect of the Chair, the complaint should be referred to the Vice Chair, Secretary and Treasurer. If it is about all four Trustees it should be reported to the Head of School.
3. FOHS would expect that the vast majority of all complaints you have about the service from FOHS could be resolved at the first point of contact. You are encouraged to contact FOHS to let them know of any problems and give them the opportunity to put it right as soon as they can.
4. If, after you have contacted the Chair, you are still not satisfied The committee will meet to discuss any complaint made within 7 days of the complaint being made.
5. The committee will respond to the complainant, detailing the committee decision made and whether there will be any further discussions or meetings regarding the complaint.
6. If a meeting is arranged for the complainant to meet with the committee, the complainant may bring additional representatives with them. The complainant is also required to supply any documentation or

evidence that they wish the committee to view at least 7 days prior to the meeting.

7. At the meeting the complainant should detail their grounds for complaint FOHS may ask questions of the complainant. Minutes of the meeting will be taken.
8. Any decision made by FOHS in response to a complaint will be confirmed in writing within 14 days with details of any action to be taken.