



## **St Nicholas Priory Primary C of E VA Primary School**

### **Policy for Volunteers/Work Experience Students (over the age of 16) in School**

'I did not come to be served but to serve.' Matthew 20.28

#### **Introduction**

St Nicholas Primary School is committed to seeking support from the wider community through the work of volunteers and work experience students in school at the same time as providing work experience students with a good quality placement to support their relevant college courses. The value of well deployed volunteers/work experience students in school is widely recognised. They are a welcome resource in helping raise children`s achievement whilst complementing the work of the staff in school.

They can often provide expertise and experience that might otherwise be unavailable in school. Volunteers/work experience students will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

We benefit from volunteers/work experience students through:

- **Celebration of the diversity of skills, knowledge and expertise within our school and wider community**
- **Enrichment opportunities within the curriculum through volunteers/work experience students who advise and support both the staff and pupils**
- **Providing regular support in the classroom in activities such as reading**

#### **How to volunteer**

People interested in volunteering should contact the school office in the first instance.

#### **Work experience students**

Students requiring a placement should be referred by their respective college/training provider or contact the school office direct.

### **Deployment of volunteers/work experience students**

ALL volunteers/work experience students will be made to feel welcome. Their role will be clearly defined through discussions with the relevant member of school and college/training provider (where relevant) staff after discussions with the Headteacher or a member of HR staff. Volunteers/work experience students will be given copies of:

- **Visitors guide on Child Protection**
- **The Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings, May 2019**
- **Keeping Children Safe in Education, Part 1 and Annex A, September 2019**
- **The Volunteer Code of Conduct**

Volunteers/work experience students should sign that they have received copies of these documents and this will be kept on record by the school.

The school will offer an induction procedure where volunteers/work experience students will be made aware of the following:

- **Volunteers/work experience students will be under the supervision of a member of staff**
- **They must hold an appropriate DBS certificate; this must be in place prior to agreeing a start date**
- **How to deal with inappropriate behaviour of children**
- **Expectations regarding confidentiality**
- **Policies relevant to their role**
- **Expected level of appropriate behaviour and awareness of professional codes of conduct (see Appendix 2)**
- **The school's complaint procedure**
- **Child protection procedures including who to refer to**
- **Health and Safety procedures**
- **Fire alarm procedures**

### **Child Protection**

The law requires checks to be made on anyone with responsibilities in a school which gives them regular access to pupils. This includes people who regularly help:

- In the classroom
- In extra curricular activities
- On residential trips/visits

Volunteers/work experience students will be required to undertake an appropriate DBS check. This will not apply to volunteers who assist in school activities such as assisting in walking children to a venue where such activities are supervised by members of staff.

### **References**

All volunteers will be required to supply the names and addresses of 2 suitable referees. The school must be in receipt of satisfactory references prior to agreeing a start date. Work experience students should be referred by their respective college or should provide evidence of their course which must be appropriate to a school setting. The school may also request references where appropriate.

### **Inclusion**

St Nicholas Primary School is a fully inclusive school and, where possible, will encourage volunteers/work experience students with health conditions or impairments to support the school. The school is committed to fully supporting ALL volunteers/work experience students.

### **Health and Safety**

SAFE PRACTICE must be promoted at all times. The school has rigorous Health and Safety and Safeguarding policies and maintains a record of risk assessments. Volunteers/work experience students will be covered under the school's relevant insurance arrangements whilst undertaking volunteer/placement activities.

### **Break times**

Due to insufficient space and safeguarding reasons, volunteers/work experience students are unable to use the staffroom. Volunteers/work experience students present in school during break times are asked to use the classroom in which they are placed. Tea and coffee is available from the Headteacher's PA's office, free of charge. Hot drinks should not be carried around school however, unless in a secure, covered mug for health and safety reasons.

Volunteers/work experience students in school during a lunchtime can purchase a school lunch (must be ordered before 9.30am) or bring a picked lunch in and eat in the canteen with the children or in their allocated classroom if they wish to.

### **Parking**

Due to insufficient space in our school staff car park, we cannot offer volunteers/work experience students parking facilities.

### **Personal Belongings**

Volunteers/work experience students will be shown where to keep their personal belongings whilst in school, however, the school/Norfolk County Council do not accept responsibility for the loss or damage of any personal property from school premises and grounds.

This policy was adopted by governors on 5<sup>th</sup> September 2016, reviewed and updated in March 2019, October 2019 and January 2020.

**Signed** ..... **Date** 2<sup>nd</sup> March 2020

**Name** .....

**(On behalf of the Governing Body)**

**Review date:** January 2023

## **Appendix 1**

### **Vision Statement**

We aim to welcome and celebrate the diversity of all God`s children and to provide a safe, caring space in which they can achieve their best academically, spiritually and pastorally whilst learning to serve others.

## **Appendix 2**

### **Volunteer/work experience student Code of Conduct**

Thank you for volunteering to assist at our wonderful school. We really value giving up your time to make a difference to our pupils` learning. This Code of Conduct sets out what we expect from our volunteers and work experience students so that your time with us is enjoyable for both yourself and the children you are helping. Please read through very carefully before signing at the end to say you agree to abide by the Code, then return the signed copy to the HR Office for our records.

#### **1. Supervision**

- 1.1 You should be supervised by a member of staff at all times when working with pupils. Never work alone in a room with a pupil.
- 1.2 You should always follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.
- 1.3 Parents of pupils will not be permitted to volunteer in a class attended by their child. This is to avoid a conflict of interest.

#### **2. Professional relationships**

- 2.1 At all times you should maintain a professional relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.
- 2.3 Permission should be sought from a pupil before any physical contact is made. You should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.
- 2.4 Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle

- 2.5 Always use the designated staff toilets, never the pupils' toilets. On educational visits, where public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation.
- 2.6 If a child tells you something or you see something that concerns you, this should be reported to the class teacher immediately. If you feel that what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a pupil's welfare at risk, then this should be reported to:
- The Designated safeguarding Lead or in their absence, the Alternate Designated safeguarding Lead.
- 2.7 It is vital that you do not try to investigate the matter yourself and you must not discuss the issue with anyone else other than the professional identified above.
- 2.8 Behaviour management is the responsibility of the class teacher and should not involve volunteer helpers or work experience students. You should refer any misbehaviour as soon as possible to the class teacher.
- 2.9 Teaching staff will be expected to give you honest feedback on your performance in relation to your role.

### **3. Setting an example**

- 3.1 All volunteer helpers and work experience students are role models to the children so please be as positive as possible.
- 3.2 All volunteers/work experience students should dress appropriately for the school setting. Clothing should be worn which:
- Promotes a positive and professional image
  - Is not likely to be viewed as offensive, revealing or sexually provocative
  - Is absent of any political or otherwise contentious slogans
  - Is compliant with professional standards
- 3.3 Talk calmly and politely to all pupils and staff
- 3.4 **NEVER** use inappropriate, offensive, abusive, racist, homophobic or sexist language in school.
- 3.5 The entire school site is strictly non-smoking.
- 3.6 Offer praise and encouragement to the children but never reward children outside the school's agreed policy.
- 3.7 Promote and follow the classroom rules.

- 3.8 **NEVER** be under the influence of drugs and alcohol when assisting as a volunteer or work experience student.
- 3.9 Please be punctual for your volunteering/placement session but do not arrive too early where the school cannot accommodate you.

#### **4. Use of mobile phones, cameras and ICT devices**

- 4.1 Use of personal ICT devices and mobile phones are prohibited except under exceptional circumstances where there is agreement from the Headteacher.
- 4.2 The school's ICT equipment and devices may only be used in accordance with the procedures clearly outlined in the school's Acceptable Use Policy.

#### **5. Gifts and Rewards**

- 5.1 Personal gifts must not be given to pupils. Do not give any rewards to pupils other than those agreed by school policy
- 5.2 do not accept gifts from pupils without first seeking permission from the school.

#### **6 Transporting pupils**

- 6.1 Volunteers/work experience students should not be asked to transport children to events in their own vehicles.
- 6.2 It is totally inappropriate for adults to offer lifts to a child outside their normal duties.

#### **7. Health and Safety**

- 7.1 Please familiarise yourself with the fire safety procedures and evacuation routes clearly displayed in each classroom. Our assembly point is in the big playground.
- 7.2 Please sign the visitors log in the school office on arrival. You will either be given a badge which must be worn at all times whilst you are in school or where applicable, your college ID badge should be worn. Familiarise yourself with the child protection leaflet you will receive on arrival. Sign out on departure.
- 7.3 Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times.
- 7.4 Should you suffer an injury whilst on school grounds, please report to a first aider. (Accidents should be reported to the local authority via the online reporting system, an appropriate member of staff should do this on your behalf)

## **8. Confidentiality**

- 8.1 The most sensitive issue for volunteers/work experience students is confidentiality. (You will be asked to sign a confidentiality agreement as part of the induction process).
- 8.2 **ALL** information you may hear or see about a pupil must be treated as confidential.
- 8.3 You **MUST** not discuss anything you see or hear about a pupil, with anyone outside school
- 8.4 You **MUST** not post anything relating to the school on social media outlets like Facebook, Twitter, Snapchat, Instagram etc.
- 8.5 If you are approached by anyone for information about the school or its pupils, explain that you are not allowed to discuss school matters and refer them to the school.

## **9. Medical Issues**

- 9.1 The class teacher you are supporting will inform you of any pupils with particular medical needs that you need to be aware of.
- 9.2 If a pupil requires medical attention, inform the class teacher immediately. Do not administer first aid except in an emergency.

## **10. Absence**

- 10.1 If you cannot attend school because of illness or personal circumstances, please ring the HR Manager on 07554584803 in the first instance or the school office on 01493 843552 as soon as possible.

## **11. Breaches to the Code**

- 11.1 If the Head teacher believes that any of the above guidance and expectations have been breached, then it is at their discretion to decide either to give a warning to the volunteer/work experience student concerned or to instruct that person to cease attending the school as a volunteer/work experience student. In the case of work experience students, the training provider will be contacted where appropriate.
- 11.2 We want all people who work within our school to maintain the highest standards of personal conduct both in and out of school. If the school is concerned that events in your private life may affect the reputation of the school or impact on the safety and well-being of all who attend our school, you will be instructed to cease your support as a volunteer/work experience student.

**We appreciate all feedback regarding your experience as a volunteer/work experience student, particularly any improvements we could make to your experience or anything that works especially well.**

**We hope you enjoy your time with us.**

## Volunteering/Work Experience in School

(Please complete, sign and return to the HR Office)

### I have received, read and understood:

Visitor's copy of Child Protection and Safeguarding

(please tick)

The Policy for Volunteers/Work Experience Students in School

(please tick)

The Volunteer/Work Experience Student Code of Conduct

(please tick)

I have had a discussion with the head teacher, class teacher or a member of HR staff about my reasons for volunteering/wishing to gain work experience (where appropriate and have had a simple induction

(please tick)

**I have read and understood the contents of the Volunteer/Work Experience Student Code of Conduct. I agree to abide by the procedures and expectations that are set out in this code.**

(please tick)

Signed: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

## Safeguarding Induction for Volunteers/Work Experience Students

(Please complete, sign and return to the Safeguarding Office)

**I have received safeguarding training and have received, read and understood:**

Guidance for Safer Working Practice With Children (May 2019)

(please tick)

The Keeping Children Safe in Education (Sept 2019) Part 1 and Annex A

(please tick)

Signed: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_