



St Anne's Infants' School

Volunteer and Student Placement Policy

Aim on the Policy

The aim of this policy is to ensure consistency of approach in the induction of volunteers and those undertaking student placements. It also sets out to clarify the expectations of their roles and responsibilities within school.

Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. As such, they are invaluable to the staff and children at St Anne's Infants' and we welcome volunteers from our local and wider community to come and help us learn.

The types of activities that volunteers might engage with include:

- Changing reading books
- Hearing children read
- Assisting in the smooth running of the library
- Sharing skills and experience within a class to support the curriculum
- Utilising skills and experience by leading a project or helping with a school club
- Working with small groups of children
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer for a one off event should approach the member of teaching staff responsible for that activity directly to discuss their availability.

Anyone wanting to volunteer on a more regular basis should contact the Leadership Team, via the school office. Due to the fact that any adult working within school is seen by children as a trusted adult, anyone volunteering on a regular basis will be party to our safer recruitment processes. You will be invited in for an informal discussion and two references will be requested – one of these must be from a recent employer or person in a position of trust. Following these steps, and providing we have a vacancy, school obtain a Disclosure and Barring Enhanced Clearance and a formal induction will be carried out by the Leadership Team.

Volunteer Induction

Apart from those supporting a one off event, all volunteers in school will receive induction from the Leadership Team. This policy and other relevant policies are shared, expectations and procedures are made clear and guidelines are given. Volunteers are asked to familiarise themselves and comply with school policies in order to maintain our safe and secure environment.

Regulated Activity

DfE statutory guidance *Keeping Children Safe in Education (2016)* states that volunteers in regulated activity should have an enhanced DBS and barred list check. Regulated activity means unsupervised contact with children on more than 3 days in 30 days or the provision of personal care e.g. helping with toileting, washing or dressing regardless of frequency.

Volunteers who are supervised (to a level that is "reasonable in all the circumstances to ensure the protection of children") are not considered to be in regulated activity and a school may exercise professional judgement in determining whether an enhanced DBS check should be carried out on such volunteers.

As a school, our policy is that all volunteers who volunteer regularly are required to have an enhanced DBS check. This should be completed with the School Business Manager. All volunteers for whom the school carries out such a check will be recorded on our Single Central Register.



Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult or a child in the school does or says should raise the matter with the Head Teacher or Deputy Head Teacher – their photographs can be found in the Reception foyer.

Supervision

Whether or not the voluntary work is deemed regulated activity, volunteers work under the supervision of a designated person. School staff retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from staff as to how an activity is to be carried out/what is the expected outcome of an activity. Volunteers are encouraged to seek further advice/guidance from staff in the event of any query/problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the member of staff they are assigned to or the teacher in charge of a trip or activity.

Safeguarding and Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy.
- All volunteers will apply to the school and safer recruitment processes are in place. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are normally carried out.
- A member of school staff will ensure that these volunteers are kept under supervision which is regular and day to day.
- All volunteers will receive information on how to keep themselves and children safe within the school.
- All volunteers who are in school on a regular basis are required to read the Safeguarding and Child Protection Policy which is published on the school website for full information on our policies.
- All volunteers will receive information on the school behaviour policy and are required to read the Positive Relationships and Behaviour Policy which is published on the school website.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher for investigation. Any complaints made by a volunteer will also be referred to the Head Teacher.

The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them
- Inform the police, children's social care and/or the DBS as appropriate

Code of Conduct

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.



CODE OF CONDUCT FOR ALL VOLUNTEERS

Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees and volunteers, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups.

1. General Requirements

As a Volunteer at the school, you should:

- Be punctual in time keeping and if unable to attend let the office know in good time
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Conduct your work in a co-operative manner;
- Follow the instructions and advice of the teacher in charge, ensuring that at no time do you knowingly undermine the smooth running or reputation of the school (including on social media);
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Show respect for all people within the school at all times within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to yours
- Maintain appropriate levels of confidentiality at all times both in school and outside of school
- Follow appropriate lines of communication for concerns or complaints;
- Represent the school positively at all times whilst volunteering in school and when interacting with other parents at the end of the school day or weekends etc
- Dress in a manner that is appropriate to your role in the school – smart / casual (no jeans, trainers if based in class), non-revealing
- At all times, act in a professional manner

2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality – if a child shares a concern with you, do not judge or act with over-concern;
- Do nothing to abuse, exploit or undermine the school staff/pupil relationship, which is based on trust and the values and expectations of the school;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child; in which case pass the information on to the Designated Safeguarding Lead (Head Teacher) or Deputy Designated Safeguarding Leads (Deputy Head Teachers / Family and Learning Mentor) – their photographs can be found in the Reception foyer.

3. With Parents/Carers

- Children within school should not be discussed with parents / carers. If you have a concern talk to the Teacher
- If a volunteer has any concerns about what is happening in school, these should be brought to the attention of the Head Teacher

4. Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children. Please refer to the School's Social Media Policy.

I have read and understood the school's Code of Conduct and agree to abide by it.

Name: _____ Signed: _____

Date: _____



St Anne's Infants' School

INDUCTION CHECK LIST FOR VOLUNTEERS and WORK PLACEMENT STUDENTS

Name:	Start Date	
Induction completed on:	Inducted by:	
Welcome and introductions		
Location of facilities, protocols for break, lunchtimes etc		
Ethos and values of St Anne's Infants' School – STAR values and positive behaviour, equalities		
Child Protection and Safeguarding arrangements to include: <ul style="list-style-type: none"> • KCSIE and safeguarding policy • signing in and wearing lanyard • what to do if you have a concern regarding a child or a child discloses something • safer working practice guidance including physical contact with children • what to do if you have concerns about another adult • first aid • toileting children 		
H&S issues including emergency procedures (including severe weather) to include: <ul style="list-style-type: none"> • fire safety • lockdown procedures • reporting incidents 		
Confidentiality <ul style="list-style-type: none"> • Sensitive, child information • Social media • Contact with parents 		
<ul style="list-style-type: none"> • Complaints by or about a volunteer / student 		
<ul style="list-style-type: none"> • What to do if you are unwell / unable to come 		
<ul style="list-style-type: none"> • Code of conduct to be discussed and signed 		
<ul style="list-style-type: none"> • Risk assessment carried out 		

All of the above points have been explained / issued to me on date:-

Name: (volunteer)

Signed: (volunteer)