

**"As unique individuals, we do our best at work and play for the love of God and others."**



**St Benedict's Catholic Primary School**

# **VOLUNTEER, STUDENT PLACEMENT AND WORK EXPERIENCE POLICY**

Policy adopted from St Chad's Catholic Primary School

April 2022

To be reviewed April 2024

## **Introduction**

Volunteers, Educational and work experience students at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers and applications for placements from the local community.

### **Our Volunteers include:**

- Governors
- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local Community Police Officers
- Friends of the school

### **The types of activities that Volunteers are engaged include:**

- Hearing children read
- Working with small groups of children
- Undertaking art & craft activities with children
- Supporting or running after-school clubs
- Working with children on the computers
- Accompanying school visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, should approach the headteacher. Volunteers should complete the *Volunteer Registration form* (appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school ethos.

### **Educational Placements: School / college work experience:**

The school has limited capacity to offer work experience placements. Students will be required to complete an application form. We encourage applications from pupils who wish to work in schools in the future. Students will not be placed in classes with siblings, relatives or close family friends.

Students will be expected to remain on the premises between the hours of 9am and 3.30pm and will eat their food in a classroom. They will sign in and out of the system when they arrive/leave.

Students must dress smartly and must lock their phones in lockers or leave in the office.

### **Student Placement (Trainee teachers and work experience)**

#### Placement as part of a course:


Students requesting a placement which is part of their course / training will be required to produce a DBS from their college or university. If they require a separate DBS this will be chargeable.

### **Aims**

- To provide high quality Initial Teacher Training (ITT) and work experience that will give students the experiences necessary to pursue a career in education or childcare.
- To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.
- The student placement coordinator, the student and the training provider will work collaboratively to fulfil these aims. St Chad's Catholic Primary School Volunteer, Student and Work Experience Policy

## Roles & Responsibilities

Training provider	Student Placement Coordinator	Student
Apply on student's behalf for Enhanced CRB disclosure.  Communicate with school regarding the	Manage communications between the schools and the ITT provider/Secondary school.	Present current, clear Enhanced CRB disclosure and photographic ID.

<p>student's expected duties and commitments.</p> <p>Ensure adequate insurance is in place.</p> <p>Conduct own Health &amp; Safety checks.</p>	<p>Offer or decline placements to work experience students after initial meeting, subject to Enhanced CRB disclosure and photo ID being received prior to requesting.</p> <p>Attend induction session/s or training.</p> <p>Hold induction meeting with student to be shown around school and briefed on professional conduct, and discuss Health &amp; Safety and Safeguarding policies</p> <p>Monitor the progress of the training plan and responding positively to any issues that arise.</p> <p>Along with the Class Teacher, or Head, conduct lesson observations and feedback as set out in the Higher Education Institutions requirements.</p> <p>Brief class teachers regarding any specific needs of the student.</p> <p> Ensure students receive clear instructions from class teachers regarding their role in the classroom.</p>	<p>Communicate with school and training provider to inform of absences or changes to routine.</p> <p>Arrive punctually and neatly presented.</p> <p>Conduct themselves in a professional manner and maintain a professional, fair relationship with children.</p> <p>Inform class teachers in advance of any additional duties required such as observations or reports.</p> <p>Carry out duties as directed by the class teacher or student placement coordinator.</p> <p>Follow the example set by the class teacher and act as a role model for children.</p> <p>Read and follow current Health &amp; Safety, Safeguarding and Child Protection policies.</p>
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## **Confidentiality**

Volunteers and students in school are bound by a code of confidentiality. Any concerns that volunteers or students 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 and students who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

## **Supervision**

All volunteers and students work under the supervision of the Class Teacher of the class to which they are assigned, with the Head having overall responsibility. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers and students should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers and students are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers and students are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying children on visits). Volunteers and students need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Head. The school are happy to agree to a health and safety visit if necessary and can make reports available on request. We can provide the insurance certificate and confirm that it is valid for student placements.

## **Child Protection**

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

- All Volunteers and students are given a copy of the Volunteer, Student Placement and Work Experience Policy and asked to sign an agreement. They will be sent a powerpoint in advance to read and understand.

- To ensure the safety of our pupils at all times, all of our Volunteers and students (not year 10 work experience pupils) must have been Disclosing and Barring cleared). A certificate is issued to the individual to produce in school.

### **Complaints Procedure**

Any complaints made about a Volunteer or student will be referred to the Head for investigation.

The Head reserves the right to take the following action:

- To speak with a Volunteer or student about a breach of the Agreement 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;
- Contact the college or university to discuss the future of the placement;
- Inform the Volunteer that the school no longer wishes to use them.

**Appendix 1 Registration Form for Volunteers at St Benedict's Catholic Primary School**

We take safeguarding very seriously and we are particularly careful to enquire into the background of individuals who have access to pupils at the school.

St Benedict's keeps a record of all persons who carry out voluntary work at the school.

Please indicate whether you are completing this form to register as (please tick all that apply):

A classroom teacher/assistant/reading helper:

A parent helper on trips:

A sports coach:

A driver to take children to events:

You are asked to complete the details below and return the form to the school.

Title (Mrs/Miss/Ms/Mr)	
First name	
Surname	
Any previous Name(s)	
Date of Birth	
Address Telephone No	
Have you lived abroad anytime in the last 5 years?	Yes No If yes, please give details overleaf.
Email Address	

Please give a brief statement about your reasons for wanting to volunteer at St Benedict's

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**Relevant Experience: e.g. Education, Training, Employment or Voluntary Work.**

Please list relevant experience here:

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### **References:**

In accordance with 'Keeping Children Safe in Education', we ask Volunteers to give names and addresses of two referees who can vouch for your suitability to work with children.

#### **First Referee**

Full Name:	
Email address:	
Tel No:	
Job Title:	
What is their relationship with you?	

#### **Second Referee**

Full Name:	
Email address	
Tel No:	
Job Title:	
What is their relationship with you?	

### **DBS check:**

I understand that prior to undertaking any work at St Benedict's a criminal records check will be carried out and a Disclosure and Barring and Barred List check will be applied for and this form being held by the school as a record that appropriate checks have been carried out.

Yes ☐ No ☐

Please ☐ that it is a ☐ offence for anyone who has been barred from working with children to apply to work OR volunteer with children.

We will not hesitate to contact the relevant authorities if there is a threat of harm to children in our care.

We will consider your application in regard to the role of voluntary classroom assistant. We will apply for the DBS check and contact your referees. We will contact you when all the information has been gathered and a decision has been made.

In the meantime, please read the Volunteer agreement information and the policies on our website in the volunteer and visitor section.

Full name:

Signature :

Date :

#### **Office use only:**

DBS clearance date:

Reference checks received date: ref 1 \_\_\_\_\_ ref 2 \_\_\_\_\_

Signed visitor agreement received:

Headteacher's signature:

Date:

## Appendix 2

### **Safeguarding agreement for volunteers and visitors to school**

St Benedict's Catholic Primary welcomes visitors and volunteers to our school and we hope you will enjoy your experience here. The school expects visitors and volunteers to support us in delivering our ethos, aims and values and ensuring a safe learning environment for our pupils by adhering to the terms of this Visitor and Volunteer Agreement.

We expect all adults to be respectful at all times.

**By signing this document, you acknowledge that:**

- You understand that we take safeguarding of children very seriously and will not hesitate to refer information to the relevant body if we think children could be at harm
- You have agreed to the safeguarding principles (as detailed on the back of this form and on the sign in screen)
- You have provided the necessary DBS paperwork, or agree that you will ensure you are supervised at all times by a member of school staff
  - You agree to inform a member of staff if you have concerns about a child
  - You know where to find whistleblowing information should you need it
- You understand that the safeguarding of children is everybody's responsibility. You should seek support from a member of staff if you have any concerns at any time.
- Any and all information you learn about a child is confidential and should only be discussed with members of school staff
- You will keep the phrase, "It could happen here," at the forefront of your safeguarding practice
  - You have received and read the Visitor & Volunteer Guidance
  - You have received a copy of the Volunteer policy

***Thank you for helping to keep our children safe.***

Signed \_\_\_\_\_

Role in school \_\_\_\_\_

Reporting to \_\_\_\_\_

Date \_\_\_\_\_

**If you are in school on subsequent dates, you will be bound by this same agreement. School policies pertaining to this agreement can be found on the website.**

**At St Benedict's Catholic Primary School, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures if we feel that children are not being respected and valued.**

As a visitor to our school we expect that you adhere to the following principals and by signing in you agree to them.

- All visitors will be given a visitor badge and a sticker. They should both be worn at all times.
- Mobile phones should only be used in the office or staff room areas. They should be turned off and kept in a safe place (school office) whilst on the premises. Phones **MUST** not be used on the school site.
- Photographs **MUST** not be taken by visitors unless authorised.
- Children and staff are treated with respect and kindness **at all times**. In the rare case that behaviour from children is not exemplary, visitors should ask a member of staff for support. Verbal/physical abuse towards children or staff will not be tolerated under any circumstances.
- If you have safeguarding concerns, please bring them to the attention of the designated safeguarding lead - Hannah McGuire (Head Teacher). If she is unavailable, Catherine McBride (Deputy Head). The chair of governors is Lucy Maudsley and the safeguarding governor is Lisa Jones. Contact details are available at reception.

A copy of the **safeguarding policy** is available upon request and is available on the school website.

**Confidential**

- I understand that I am required to undergo a Disclosing and Barring check to advise the school of my suitability as a volunteer.
- When you receive a DBS Certificate, please hand it to the school and a copy will be made for the school records.

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

Name: \_\_\_\_\_

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