



# Settle and Malhamdale Partnership



## Volunteer, Student Placement and Work Experience Policy

### **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:

- Members of the Governing Body
- Parents and grandparents 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 in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual 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 Head of School or School Placement Coordinator directly.

Volunteers should complete the *Volunteer Information Sheet* (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 and they should also complete an application form and provide two character or work references.

In line with our Safer Recruitment Policy they will receive a safeguarding induction by the headteacher and will be required to read and sign to say that they have read the school Child Protection Manual as well as complete a self-declaration form.

Any volunteer who takes part in an Educational Visit must complete the Off-site visit agreement (Appendix 3).

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 and comply with our Child Protection Policy and all our agreed school policies without exception.

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

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

- Preference is given to Settle College students (as we serve as their feeder school)
- Note the school has limited capacity to offer work experience placements and all placements need to be agreed with the Headteacher.
- Students with siblings/relatives in school, will be accepted for a work experience placement but will not be placed in the same class/setting as their sibling or relative.

### **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.

### Roles & Responsibilities

Training provider	Student Placement Coordinator	Student
<ul style="list-style-type: none"> <li>• Apply on student's behalf for Enhanced DBS disclosure. Communicate with school regarding the student's expected duties and commitments.</li> <li>• Ensure adequate insurance is in place.</li> <li>• Conduct own Health &amp; Safety checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage communications between the schools and the ITT provider/Secondary school.</li> <li>• Offer or decline placements to work experience students after initial meeting, subject to Enhanced DBS disclosure and photo ID being received prior to requesting.</li> <li>• Provide induction session/s or training. Initiate induction meeting with student to be shown around school and briefed on professional conduct, and discuss Health &amp; Safety and</li> <li>• Safeguarding policies with admin assistant/teacher. Monitor the progress of the training plan and responding positively to any issues that arise.</li> <li>• Along with the Class Teacher, conduct lesson observations/drop</li> </ul>	<ul style="list-style-type: none"> <li>• Present current, clear Enhanced DBS disclosure and photographic ID.</li> <li>• Communicate with school and training provider to inform of absences or changes to routine.</li> <li>• Arrive punctually and neatly presented.</li> <li>• Conduct themselves in a professional manner and maintain a professional, fair relationship with children.</li> <li>• Inform class teachers in advance of any additional duties required such as observations or reports.</li> <li>• Carry out duties as directed by the class teacher or student placement coordinator. Follow the example set by the class teacher and act as a role model for children.</li> <li>• Read and follow current Health &amp; Safety, Safeguarding</li> </ul>

	<p>ins and provide feedback as set out in the Higher Education Institutions requirements.</p> <ul style="list-style-type: none"> <li>• Brief class teachers regarding any specific needs of the student. Ensure students receive clear instructions from class teachers regarding their role in the classroom.</li> </ul>	<p>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 Placement Coordinator or Head of School.

**Supervision**

All volunteers and students work under the supervision of the Class Teacher of the class to which they are assigned, with Mr Wright (Placement Coordinator and Headteacher), 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 of School.

## **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 Child Protection Policy and safeguarding documents *Keeping Children Safe in Education* and *Working Together* and asked to sign an *Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers and students must have been DBS cleared.

## **Complaints Procedure**

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

The Headteacher 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.

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## APPENDIX 1

### VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Are you willing to complete a DBS Check and provide a self-declaration statement for Safeguarding pupils?

Thank you for taking time to complete this Volunteer Information Sheet.  
Please hand it to the Headteacher / admin office.  
Your offer of help is appreciated and we will be in touch shortly.

## APPENDIX 2

### VOLUNTEER and STUDENT PLACEMENT AGREEMENT

Thank you for offering your services as a Volunteer in our School Partnership and/or for choosing us for your student placement. Your application is appreciated and we hope that you will gain much from your experience here. Please read and sign this Agreement Sheet below and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values and to follow all agreed policies including the Child Protection Policy.
- I agree to treat information I learn from being a Volunteer in School as Confidential
- I understand that I am required to undergo a Disclosing and Barring check to advise the school of my suitability as a volunteer – including the completion of a self-declaration form for safeguarding

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: \_\_\_\_\_

## **APPENDIX 3**

### **OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- to immediately report to the teacher and /or Senior Leader/Headteacher any identified safeguarding issues

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff



- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

### **First Aid and Risk Assessments**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff.

Group Leaders / Teachers will have a risk assessment for each off-site trip and the details of the risk assessment should be shared with you in advance of setting off.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the children in enjoying the visit and actively contribute to the smooth running of the occasion.

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