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**Student and Volunteers Policy – July 2022**

**To be reviewed July 2023**

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| **Review date** | **Version number** | **By whom** | **Summary of changes made** | **Date implemented** | **Date ratified** |
| May 2021 | 2 | MA | Removal of reference for one off volunteers, sentence about not being left alone if not having a DBS check in our school, clauses about how volunteers will be selected | May 21 |  |
| **9.11.21** | **2.1** | **MA** | **Emergency contacts added** | **Nov 21** |  |
| **11.07.22** | **2.2** | **MA** | **DBS check to be done before student/volunteer starts** |  |  |

**This policy has been agreed and ratified by the Chair of Governors. A signed copy is stored in the school office.**

**Alvaston Infant and Nursery School**

**Volunteers/Students Policy**

**Aims**

At Alvaston Infant and Nursery School, the development of all children’s social, moral, spiritual and cultural growth is paramount. We believe that the most important function of the school is to maintain an environment in which every member of the school is able to achieve success and self-fulfilment. There must be a total consistency of expectation that everyone (irrespective of gender, race or culture) should feel safe and secure, have empathy for all others, and place a high value upon individual achievement and personal development. The purpose of this document is to outline our policies for Volunteers and to ensure that **ALL** Volunteers are aware of the expected ‘behaviours’ and the school’s legal responsibilities in relation to safeguarding and promoting the welfare of all of our children

**Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning experiences for children at our school. We welcome and encourage Volunteers from the local community. However, we endeavour to ensure that the safety and education of the children are never jeopardised. This policy is set to ensure that the children and staff benefit from appropriate help and support whilst maintaining safeguarding standards in school.

Our Volunteers include:

* Parents of pupils
* Ex pupils
* Ex members of staff
* Students on work experience
* University and College Students
* Local residents
* School Governors

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
* Helping with classroom organisation, resources, labelling, displays, games and books
* Working with children on the computers
* Accompanying school visits
* Providing positive role models and one to one support

Volunteers are excluded from the following activities:

* Taking responsibility for all or some of the class (unless the Volunteer’s course requires them to do so)
* Working alone with a child
* Changing children or supervising them in the toilet
* Leading P.E. and other specialist activities
* Taking the children offsite without a teacher in charge

**Please Note:**  The responsibility for the health and welfare of the children remains with the class teacher at all times.

**Becoming a Volunteer**

Anyone wishing to become a Volunteer for a one off event such as a school visit or on a more regular basis must contact the Headteacher in person or via email. It is at the Headteacher’s discretion whether we need to appoint / accept any more volunteers in school. From time to time, the school may require parent volunteers to attend school trips or visits. If this occurs, the school will send out a form / letter so that parents can express their interest. If there are more volunteers than required, any parent volunteer who works more permanently, within the context of the school will take priority. This is due to them having undertaken a DBS check that is linked to the school. After this, names will be drawn from a hat. Volunteers who engage in a one off activity will need to sign Appendix 2.

Before starting regular voluntary work in school, the Volunteer will be asked to complete a DBS check. All Volunteers will have an induction with a member of the Senior Leadership Team. During this induction, all Volunteers will be made aware of the necessary Safeguarding Procedures, Health and Safety considerations and the school’s expectations. At the end of the meeting, Volunteers will be required to complete the Volunteer Agreement (Appendix 1).

**Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or 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. Especially if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything a child or another adult in the school does or says should raise the matter with the Headteacher/Designated Safeguarding Lead. They must also be aware of the Safeguarding and Child Protection Policy. If there are any confidentiality breaches, the Headteacher has the right to withdraw the voluntary placement.

**Professionalism**

Volunteers are expected to conduct themselves in a professional manner and should always ensure that they use a high level of spoken English. They must ensure that their personal beliefs are not expressed in ways that exploit pupils’ vulnerability. Volunteers must ensure that their social media accounts are private and that they avoid publishing, or allowing to be published, any material, including comments or images that may bring the school into disrepute. Personal details should not be shared with pupils or parents. Sensitive information that may have been collected by Student Teachers must NOT be taken off the school premises. If photographs have been taken for assignment purposes, the Student Teacher must seek permission before using these to support with assignments.

**Child Protection**

The welfare and wellbeing 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 and are asked to sign a Volunteer Agreement (Appendix 1).

• To ensure the safety of our pupils at all times, all of our regular Volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual to produce in school.

• Where a Volunteer is engaged in a ‘one-off’ activity e.g. helping supervise a group of children as part of a class visit, they must be under constant supervision of a member of staff.

**Any volunteer that has not been cleared by the DBS process will not be left unattended with any child/children.**

All Volunteers should ensure that they have read the school’s Child Protection Policy and Safeguarding Policy as well as reading the Keeping Children Safe in Education DfE Document (Part 1).

**Supervision**

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

**Health & Safety**

The school has a Health & Safety Policy and this is stored in the school staff room. Details of this policy will be shared as part of the volunteers’ induction. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and must report any obvious hazards or concerns to the Class Teacher.

All Volunteers must sign in when they arrive and must wear a ‘Visitor’ badge at all times. They must also sign out when they leave and return their badge.

**Deployment of Volunteers/students**

The deployment of Volunteers and Students is at the discretion of the Headteacher or their designate.

**Duration and reviews of Volunteering and student placements**

This again is at the discretion of the Headteacher or their designate. It is imperative that our children’s needs come first and consequently the impact that Volunteers and students are having in the school must be considered.

* Volunteers can choose to Volunteer in the school for a fixed term or for an indefinite period, as long as they adhere to school policies and procedures and work professionally with staff and pupils.
* Student Placements will be dependent on the agreement between the school and the University, College or school at which they attend. Progress reviews are held regularly e.g. weekly, between the class teacher and the student and any concerns will be discussed with the assigned teacher and the Headteacher.
* **The placement for students or Volunteers may be terminated at any time if it is felt that its continuation would not be in the best interests of the children.**

**Complaints Procedure**

The school have a complaints and a whistleblowing policy, which are stored in the staff room. If they wish to make a complaint, they should follow the procedures, outlined in these policies.

Any complaints made about a Volunteer will be referred to the Headteacher for investigation. The Headteacher reserves the right to take the following action:

• To speak with a Volunteer about a breach of the Volunteer 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.

• Inform the Volunteer that they will no longer be required to Volunteer in school.

**Monitoring and Review**

This Policy has been reviewed by M.ALLEN and will be reviewed in July 2023, or sooner if legislation dictates.

**APPENDIX 1**

**Regular VOLUNTEER/STUDENT AGREEMENT**

Thank you for offering your services as a Volunteer at Alvaston Infant and Nursery School. Your offer of help is greatly appreciated and we hope that you will enjoy your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records. We will also store this agreement for the duration of the placement.

As a Volunteer at Alvaston Infant and Nursery School, I agree to the following:

* I will promote polite, respectful and courteous behaviour at all times.
* I will dress smartly.
* I will be supervised adequately while on site.
* I will not use my mobile phone in any classroom or space that is used by the children and will ensure that it is switched off whilst working in school.
* I have read the school’s Safeguarding and Child Protection Policy.
* I have read Keeping Children Safe in Education (Part 1) published by DFE.
* I will not take any photographs of the pupils or film them in any way, without prior consent.
* I will not smoke within the grounds of the school.
* I will make myself aware of the Fire Safety Procedures.
* I will ensure that I will wear and use any protective equipment necessary to safeguard health and safety.
* I will notify the school if I am unable to attend by 8am.
* I agree to treat information I learn from being a Volunteer in School as strictly confidential.
* I understand that I am to hand in my a DBS check to advise the school of my suitability as a Volunteer. This will be done and completed prior to me starting.
* I have received a copy of Alvaston Infant and Nursery School Volunteer Policy.
* I agree to support the school’s aims and core values.
* I will not use my social media account to bring the school into disrepute.

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

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

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

Please also provide us with 4 emergency contacts that we can call in the event of an emergency:

|  |  |  |
| --- | --- | --- |
| Contact Name | Contact Number | Relationship to you  |
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**APPENDIX 2**

**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 class teacher with your group of children, ensuring that their wellbeing 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 or member of staff if there are issues with first aid, safety and/or behaviour.

**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.

**What is not permitted**

• 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 nor use their mobile phones near the 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.

• Volunteers are not allowed to reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child’s attention we always use their name and under no circumstances are you to come into physical contact with a child.

**First Aid**

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. Under no circumstances will a Volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

I have read the Volunteer Policy.

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

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Please also provide us with 4 emergency contacts that we can call in the event of an emergency:

|  |  |  |
| --- | --- | --- |
| Contact Name | Contact Number | Relationship to you  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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