



Student/Volunteer policy 2020

1. Introduction and aims

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real-life working environment. With this in mind Moorhill Primary School is supportive of students from local secondary schools and colleges wishing to undertake their work experience with us.

We believe that students and volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using students and volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Moorhill Primary School's student and volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that students and volunteers support the school's vision and values, and adhere to our policies including our Code of Conduct
- Provide staff, students and volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing students and volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use students and volunteers

At Moorhill Primary School students and volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Members of the local community

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to be a student and volunteer

At Moorhill Primary school we receive requests for volunteering through a number of ways, including but not limited to;

- Emails to the school offices
- Approaching senior leaders or class teachers

➤ Through college or local high school communications

In all instances of a request being made, the school will request that the volunteer completes a 'Placement Request Form' (see Appendix 1).

4. Appointment of students and volunteers

All Placement Request Forms are sent to Miss K. Edwards (Leader of Learning) at kedwards@moorhill.staffs.sch.uk

Intake of new volunteers can take up to 6 weeks to complete and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon evidence or completion of an enhanced DBS check, reference requests and completion of our school safeguarding induction.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our students and volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in. If needed, a risk assessment will be put in place.
- Provide safeguarding training to all students and volunteers **prior** to them beginning work at the school (Child Protection Level 1), including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require students and volunteers to agree and adhere to our students and volunteer code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Whistleblowing
 - Use of mobile phones
 - Acceptable use
 - Behaviour
 - Our school Risk Assessment, including any updates made due to COVID-19 guidance and government updates
- Ensure that students and volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a student and volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- We will consider the distinction between visitors and students/volunteers (some people 'volunteering' at our school on a one-off basis are actually more likely to be classed as visitors)
- Details of students and volunteers accepted to work at the school are collated and passed onto the headteacher and bursar, where they are added to the single central record. This is to include the following information which can be found on the induction checklist (appendix 3);
 - Start date;
 - Induction date;
 - DBS issue date and number;

- Personal details;
- Photo identification that will be copied and kept on record.

6. Induction and training

Prior to students and volunteers working within the setting, they will meet with the Health and Safety lead/Premises Manager, a member of the safeguarding team and a leader of learning to go through the initial induction process. The induction checklist (see appendix 3) is completed by these staff alongside the student/volunteer.

Students and volunteers must complete any appropriate training that is required prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All students and volunteers must have safeguarding training and will have been given a copy of the Safeguarding Induction Sheet (see appendix 4). Other training requirements will be based on the nature of the work the student/volunteer will be doing. They will be required to complete details for ‘Track and Trace’ purposes and will be expected to comply with the school’s risk assessment for Covid-19 along with any government guidance in relation to Covid-19 measures.

7. Confidentiality

Information about pupils, parents and staff is confidential. Students and volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If students and volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

This doesn’t prevent students and volunteers from adhering to the school’s safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, students and volunteers must follow the guidance in our child protection and safeguarding policy and inform the designated safeguarding lead immediately.

If concerns are related to whistleblowing, students and volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of students and volunteers

Students and volunteers must comply with the students and volunteer code of conduct set out in the appendix to this policy.

9. Student placements (those volunteering through a further education setting for the purpose of work experience)

What should students do while on work experience?

As far as possible students should undertake real tasks to give an idea of the work carried out by teaching staff. They should be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum. Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate.

What staff mentors should do?

Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are;

- NEVER placed in a situation whereby their own safety or that of pupils may be comprised
- NEVER left to work alone with pupils out of the vision of another member of staff (as outlined in the volunteer’s role information)
- given clear explanation of the duties expected of them

- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their work experience co-ordinator during an on-site visit/remote teams meeting.

10. Expenses and Financial Implications

Students and volunteers who support at Moorhill Primary school do so voluntarily, and therefore are not entitled to any payment for services.

Moorhill Primary school will not cover any expenses incurred by students or volunteers (e.g. travel costs, uniform), but where specific equipment or resource are required to support the learning of pupils, this will be provided by the class teacher.

11. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation i.e. college, we will also request a copy of that organisation's insurance arrangements in advance.

12. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. We will retain records relating to volunteers in line with our records retention schedule.

13. Monitoring and review

This policy has been approved by the governing body and will be reviewed regularly.



Appendix 1: volunteer application form

Complete the application form in full and return to kedwards@moorhill.staffs.sch.uk
Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

Personal details

Full Name:	
Date of birth:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Let me say <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

Moorhill Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Moorhill Primary School's privacy notice.

Do you have a DBS check?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what type of check do you have? (please circle)	Enhanced DBS <input type="checkbox"/> Enhanced DBS with barred list information <input type="checkbox"/>
Date of check:	
Certificate number:	
Organisation completing the DBS	

Links with individuals at Moorhill Primary School

Do you have any links with any staff or pupils at the school? For example, child, spouse, sibling, other relation. Please give details below if applicable.

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Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>				
PM	<input type="checkbox"/>				

How many hours per week/month can you volunteer?	
Date start of placement can commence	
Date placement will cease	

Experience and qualifications

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

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What motivates you to want to work with the children at Moorhill Primary School?

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Which skills and qualities do you feel you can bring to the school?

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Preferences

What age group would you prefer to work with? Tick all that apply	Early Years <input type="checkbox"/> Key Stage 1 <input type="checkbox"/> Key Stage 2 <input type="checkbox"/>
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References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (this can be a college or school tutor if requesting a student placement).

Name:	
Relationship to you:	
Length of time Referee has been known to you	
Address:	
Telephone number:	
Email address:	
Name:	
Relationship to you:	
Length of time Referee has been known to you	
Address:	
Telephone number:	
Email address:	

Medical Needs, Disability and accessibility

Moorhill Primary School is committed to ensuring that applicants with medical needs, disabilities or impairments receive equal opportunities and treatment.

If you have a medical need (e.g. epilepsy, asthma) disability or impairment (e.g. mobility, sight, hearing), and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Please note there is no obligation to disclose the disability or impairment to us and all disclosures will be kept confidential.



Code of conduct for students and volunteers

By signing this form, students and volunteers agree to the following:

1. School rules and policies

1.1. Students and volunteers will follow all school rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistleblowing
- Behaviour
- The school's Risk Assessment, including asking the member of staff they are working with if there have been any amendments since previous visit.

1.2. Copies of the school policies are available online <https://www.moorhill.staffs.sch.uk/policies/> or from the school office

2. Professional conduct

2.1. Students and volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Miss K. Edwards.

2.2. Behaviour management is the responsibility of school staff. If students/volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Students and volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Students and volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Make no comments about the school on any social media platform

2.4. Students and volunteers must not transport pupils in their own cars.

2.5. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.6. If a student/volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Students and volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If students and volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak to the class teacher they are assigned to or directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs S. Sindrey and the deputies are Mrs L. Scotchmer and Mrs W. Andrews
- 3.3. Students and volunteers should refrain from physical contact with pupils.
- 3.4. Students and volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
 - Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Students and volunteers must not take photos of pupils unless instructed to do so by their supervisor using the school's camera/iPad. These are to remain in school at all times.
- 3.6. Students and volunteers MUST NOT have their mobile phones out whilst in the school building. They MUST be stored away from the children in the teacher's cupboard and out of reach of children. The school takes no responsibility for lost or stolen items.
- 3.7. Medication must not be brought into school unless agreed with the Headteacher or deputy headteachers, and then must be stored in a locked cupboard.

4. Health and safety

- 4.1. Students and volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid.
- 4.2. Students and volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Students and volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.
- 4.4. Students and volunteers must adhere to the guidance set out in the schools' risk assessment in order to comply with COVID-19 restrictions and safeguarding measures.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Students and volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 3: Induction Checklist

HEALTH AND SAFETY AND SAFEGUARDING INDUCTION CHECKLIST WORK PLACEMENT & VOLUNTEER INDUCTION CHECKLIST

FULL NAME		
SITE LOCATION		
START DATE		
Health and safety and safeguarding induction completed on:	DATE	BY WHOM

<u>Information to be given prior to placement starting -</u>	<u>Comments</u>
Welcome and School Ethos explained <input type="checkbox"/>	
DBS seen and number recorded here - <input type="checkbox"/>	
Identification seen and copied <input type="checkbox"/>	
Reporting absences explained <input type="checkbox"/> Contact school office by 8.30am and ask for message to be passed on to the relevant class teacher with whom you are working	
Keeping Children Safe In Education, Part 1 issued and explained <input type="checkbox"/>	
Whistleblowing policy given/directed to <input type="checkbox"/>	
Behaviour Policy given/directed to <input type="checkbox"/>	
Volunteer Code of conduct given, and back page signed and attached to this paperwork <input type="checkbox"/>	
Acceptable Use Policy given, and appendix A signed and attached to this paperwork <input type="checkbox"/>	
Where to find all policies, including safeguarding – website <input type="checkbox"/>	
What to do regarding disclosure – reporting systems <input type="checkbox"/>	
Informed of general safeguarding rules - No visitors, volunteers or parent helpers are ever to be left unsupervised with children or out of sight of the teacher or member of staff in charge. <input type="checkbox"/>	
Copy of safeguarding induction sheet given <input type="checkbox"/>	
Health & Safety information to be shared:	
FIRE & EVACUATION <input type="checkbox"/>	<ul style="list-style-type: none"> Action to take in the event of fire, including keeping doors closed Location of call points Location of assembly point The role of staff when a fire alarm goes off
FIRST AID <input type="checkbox"/>	<ul style="list-style-type: none"> Location of first aid box Identification of first aiders Reporting of first aid Medical issues and care plans
WELFARE FACILITIES <input type="checkbox"/>	<ul style="list-style-type: none"> Toilets Staffroom No smoking policy Breaks
SECURITY <input type="checkbox"/>	<ul style="list-style-type: none"> Security procedures – signing in and out of school Wearing of ID badge at all times Visitor procedures Parking

	<ul style="list-style-type: none"> • Use of mobile phones in school • E-safety and acceptable use 	
SAFETY/MANUAL HANDLING <input type="checkbox"/>	<ul style="list-style-type: none"> • Slips, trips and falls • Lifting heavy loads • Working at heights and the use of ladders • No standing on chairs and tables • Displays - asbestos 	

I can confirm that all of the above information has been shared with me. I understand that any concerns around safeguarding that I have, should be addressed with either the member of staff I am working with, the safeguarding leads (Mrs Sindrey/Mrs Scotchmer/Mrs Andrews) or Miss Edwards/Mrs Snowden. I have read a copy of the whistle-blowing policy and know the actions I can take regarding concerns around members of staff. I have signed the relevant sections of the volunteer code of conduct and the acceptable use policy.

PRINT NAME

SIGNED

DATE



Appendix 4: Safeguarding Induction Sheet

Safeguarding Induction Sheet for supply staff, regular visitors, students or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) **Mrs Sarah Sindrey** or Deputy Safeguarding Leads (DDSL) **Mrs Laura Scotchmer and Mrs Wendy Andrews**

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the Designated Safeguarding Leads and provide them with a written record of your concern. A copy of the form can be obtained from our Designated Safeguarding Lead or Deputy Safeguarding Leads.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or another volunteer should be reported immediately to the Head teacher. If an allegation is made about the Head teacher, you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 0800 1313126.

The people you should talk to in school are:

Designated Safeguarding Lead: **Sarah Sindrey**

Location of office: Pye Green Road site, next to the staffroom

Contact Number: 01543 227185

Deputy Designated Safeguarding Leads: **Laura Scotchmer or Wendy Andrews**

Location of office: Behind the Moorland Road main office

Contact Number: 01543 227187

Chair of Governing Body: Louise Horner & Colleen Worrall

Contact Number: Via School Office 01543 227185 or

lhorne@moorhill.staffs.sch.uk cworrall@moorhill.staffs.sch.uk

Appendix 5: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity, fill out the form below and submit to Miss K. Edwards

N.B. This form is not to request parent volunteers for school trips.

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity...	One-off <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other <input type="checkbox"/> If other, please explain:
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Date: