**STUDENT AND VOLUNTEER POLICY**

**INTRODUCTION**

Students and Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage students and volunteers from the local community.

Our Volunteers include:

* Members of the Governing Body
* Parents of pupils
* Ex-pupils
* Students on work experience
* University students
* Ex-members of staff

The types of activities that Students and 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 pupils within Physical Education eg during lessons and lunchtime clubs
* Supporting children with their communication
* Accompanying classes on Educational Visits

**BECOMING A STUDENT OR VOLUNTEER**

Anyone wishing to become a volunteer or student, either for a one off event such as a school visit, or on a more regular basis, must complete an application form (*Appendix 1*).

Before beginning their support in school, all volunteers must complete a DBS check (for students, DBS applications will be processed through their college or university). At the induction meeting, volunteers will also be required to sign the Student and Volunteer Agreement (Appendix 2), which outlines the school’s expectations and confirms that they have received a copy of this policy. In addition, a copy of the Student and Volunteer Job Description (Appendix 3) will be provided at the induction meeting.

***Our School***

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

**B**elonging to a place where diversity & difference are celebrated.

**R**espect for each member of our school community

**O**pportunity to participate in a diverse range of activities.

**O**utstanding education for all.

**K**nowledge, skills and enjoyment for all

**F**amilies are supported & seen as collaborative partners.

**I**ndependence to learn and develop for the future.

**E**motional and social needs recognised & nurtured.

**L**earning together and from each other.

**D**ynamic & constantly evolving school meeting community needs.

**S**afe, stimulating & caring environment for all.

To achieve our vision, Brookfields aims to deliver a broad, balanced, and relevant curriculum that meets the individual needs of every pupil. We are committed to providing a “Curriculum for Life,” a principle supported by parents and stakeholders alike. Our curriculum promotes communication, independence, and the development of self-help skills. We recognise that every child matters and affirm that each pupil is valued and respected as an individual of equal status, regardless of gender, race, ethnic origin, disability, or learning difficulty.

**CONFIDENTIALITY**

Students and Volunteers in school are bound by a code of confidentiality. Any concerns that Students or Volunteers have about a children they work with / come into contact with should be disclosed to a member of the senior leadership team and NOT to 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. Students or Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Headteacher– Sara Ainsworth or the Head of School – Harry Dineley.

**SUPERVISION**

All Students and Volunteers work under the supervision of the Class Teacher & staff team 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. Students and Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Students and Volunteers 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**

Class Teachers ensure that Students and Volunteers 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 / manual handling / positive physical intervention). Students and Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of School. All Students and Volunteers undergo a short induction highlighting Health and Safety procedures.

**CHILD PROTECTION**

The welfare of our children is paramount. To ensure the safety of our children, we ask every new staff member, student or volunteer to read the following:

* Guidelines for safer working practices at Brookfields
* Keeping Children Safe in Education- Part 1
* CSSC Positive Behaviour Support Policy (available on our website)

It is important that these documents are understood. If you have any questions please do not hesitate to ask Harry Dineley– Head of School.

**Our designated Safeguarding Lead is Sara Ainsworth – Executive Headteacher**

**Our deputy designated Safeguarding Leads are Harry Dineley– Head of School and Louise Green – Family Support Worker.**

**Please do not hesitate to report any concerns.**

***Do not go home worrying about anything, please speak to us.***

* To ensure the safety of our pupils at all times, all of our Students and Volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual which must be produced and shown to the head of school before the placement starts along with photo ID.
* Students and Volunteers are able to access and attend any relevant safeguarding in-house training sessions in their own time.

**COMPLAINTS PROCEDURE**

Any complaints made about a Student or Volunteer will be referred to the Executive Headteacher/Head of School for investigation. Any complaints made by a Student or Volunteer will be referred to the Executive Headteacher/Head of School.

The Head of School reserves the right to take the following action:

* To speak with a Student or Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
* Offer an alternative placement for a Student or Volunteer, e.g. helping with another activity or in another Class;
* Inform the Volunteer that the school no longer wishes to use them.
* Speak to the College or University regarding the placement of the student and if formal procedures are to be followed.

The full Complaints Procedure is available on the school’s website.

**PLEASE READ THIS POLICY IN ACCORDANCE WITH:**

* Child Protection and Safeguarding Policies
* Assessment policy
* Curriculum Policy
* Health and Safety policy
* CSSC Positive Behaviour Support Policy

**PROCESS OF REVIEW**

This Policy will be reviewed annually and updated in the light of new guidance

Reviewed- September 2025

Next Review- September 2026

**Appendix 1**

**Student and Volunteer Application Form**

Please complete and return this Volunteer Application Form by email to harry.dineley@bfs.set.org

Induction interviews will take place with the Head of School, Mr. Harry Dineley or a school representative.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. All personnel are required to complete a DBS disclosure prior to commencing voluntary/ student work.**

***Personal Details- to be completed by student/ volunteer***

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Contact Address** |  | **Email address** |  |
| **Home Telephone Number** |  | **Mobile Phone Number** |  |
| Next of kin (to be contacted in event of an emergency) | Name:  Relationship:  Contact details: | **DBS** | DBS number:  Date DBS checked and verified: |

**Which school area/activity are you interested in supporting (please highlight as many as you like):** Early Years Key Stage 1 Key Stage 2.

**Availability:** Monday Tuesday Wednesday Thursday Friday

**Time available:** Mornings (9am – 12pm) Afternoons (1.00pm – 3.20pm)

**CONFIDENTIAL *to be completed by student/ volunteer***

1. Please state why you would like to take on voluntary work/ student placement at our school? (Max 200 words)

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

**Work/Voluntary Experience (Last 3 years) *to be completed by student/ volunteer***

*We may contact the employers to verify your application.*

|  |  |
| --- | --- |
| **Employer’s name and dates of employment** | **Position held and main duties** |
|  |  |

**Health**

Do you have any disabilities or health problems we need to take into account or adjustments we need to make to allow you to work as a Volunteer in school?

No If **Yes**, please give details:

**To be completed by Students**

Name of school, organisation, training provider:

Name of course:

Name and address of School/College:

Telephone of School/College:

Tutor name:

Start date of placement:

Finish date of placement:

Work/Reports to be completed:

***Thank you for taking the time to complete this Student and Volunteer Application Form. Your offer of help is greatly appreciated and we will be in touch as soon as possible.***

**Appendix 2**

**Student and Volunteer Agreement**

***N.B. Breach of this Code of Conduct will result in ending the placement.***

**The School**

Students and volunteers will have a short induction where certain procedures will be outlined including child protection, fire drill and use of the sign in system. This is an opportunity to ask any questions you may have.

**Breaks**

Students and volunteers may not return to class, or enter other classes, during break times without the permission of the class teacher. Mid-morning breaks are scheduled at the discretion of the class teacher and take place in the staff room.

Lunch breaks are 30 minutes in duration and must be taken between 12:00 and 1:05 pm. The Class Team will decide when each student or volunteer is to take their lunch break. Lunch is not provided; students and volunteers may bring their own food and use the staff room during this time. They may also leave the school premises for lunch but must ensure they sign out and back in on return.

**Work experience students** can only leave school if permission from parents is received in writing.

**Code of Conduct**

Students and volunteers must maintain the highest standards of professional conduct at all times. This includes:

* Social Media: Students and volunteers must not post or share any information, comments, or images related to the school, staff, pupils, or families on social media or online platforms. This applies both during and after the placement.
* Photography: Personal mobile phones, tablets, or cameras must never be used to take photographs or videos of pupils. Any images required for educational purposes will be taken by designated staff using school equipment only.
* Dress Code: Students and volunteers are expected to dress appropriately for a school environment, taking into account that they may be working with children with complex needs. Clothing should be professional, practical, and respectful.
* Reliability: Punctuality and regular attendance are essential. Students and volunteers must arrive on time and notify the school as soon as possible if they are unable to attend due to illness or another reason. Persistent lateness or absence may result in the placement being ended.

If a student/volunteer is unable to attend the placement for a reason such as illness they must telephone the school to notify of absence.

Students/volunteers must respect the confidentiality aspect of their work in school and should be aware that discussing any matters relating to the pupils outside of school is strictly forbidden.

Students and volunteers must not arrange to visit pupils or their families during or after placement, unless a prior relationship existed before the placement began. Any such prior relationships must be disclosed to the school before the placement starts. This ensures transparency and helps to prevent any potential misunderstanding or distress to families.

Students/volunteers must be aware that many of the pupils have medical problems which may not be immediately obvious. Please ask if there is anything you need to be aware of e.g. special diets, etc

Be aware that pupils may exhibit behaviours that challence and that methods of dealing with these may be outside the student’s/volunteer’s experience. Please ask a member of staff if there is anything you do not understand.

Mobile phones are not to be used where there are pupils. Please respect staff breaks by not speaking on mobile phones in the staffroom.

**Please sign to confirm that you have read, understood, and agree to follow this policy.**

* I have read a copy of the school’s Student and Volunteer Policy
* I understand that it is an expectation that I read and understand Keeping Children Safe in Education and Brookfields PBS Policy
* I agree to support the school’s Vision, Mission and Aims
* I agree to treat all information I learn from being a student/ volunteer in school as confidential
* I agree to work only as directed by school staff
* I understand that I am required to undergo a Disclosure and Barring Service Check. I will have this checked and verified by the Deputy Headteacher
* I have been given access to the Student/ Volunteer induction pack, which includes copies of Health & Safety and Child Protection Advice
* I have been made aware of who is my designated mentor

Signature of student/volunteer:

Print name:

Signature of representative of the school:

Date:

**Appendix 3**

**Brookfields Student and Volunteer Job description**

To assist in all areas of care and control of pupils e.g.

* Washing hands
* Supervision of work and play tasks
* Preparation of snacks and drinks
* Tidying of classroom equipment
* Washing tables and equipment
* Any other reasonable task requested by the class teacher

**NB Students or volunteers will not be left in any unsupervised situation with responsibility for pupils**

The class teacher must be made aware of any daily diaries, class observations, child studies etc being undertaken by students and staff must be given an opportunity to see and discuss if necessary.

Evidence collected by students must be subject to stringent confidentiality checks and not undermine the school confidentiality guidelines.

**NB No photographs of pupils will be given by school staff and photographs must not be taken by students or volunteers on mobile phones or cameras.**