



Chapelford Village Primary School

Work Experience, Student and Volunteer Policy

Version Number	1.0
Date policy last reviewed	
Policy Type	
Owner	
Approved By	
Approval Date	
Next Review Date	

Review Date and Summary of Changes

Date of review	Summary of changes
March 2022	New Document produced and adopted by LGB
March 2025	Revised

Signed by:

Headteacher

Date:

Chair of Governors

Date:

Contents:

Statement of Intent

1. [Key Points of Contact and Arrival in School](#)
2. [Procedures](#)
3. [The first day](#)
4. [Safeguarding and Child Protection](#)
5. [Activities](#)
6. [Health and Safety](#)
7. [Confidentiality](#)
8. [Mobile Phones, Internet and Use of Social Media](#)
9. [Equal Opportunities](#)
10. [Code of Conduct](#)
11. [Volunteers/ students should never](#)
12. [Absence](#)
13. [Safeguarding children](#)
14. [Health and Safety](#)
15. [Volunteers – Accompanying School Trips](#)

Statement of intent

At Chapelford Village Primary School, we believe that providing opportunities for work experience pupils, students and volunteers is of great mutual benefit to all parties involved. It allows valuable experiences for the visitors and in turn supports the teaching, learning and engagement of our children.

This policy sets out the practices and procedures which will be followed when students and volunteers undertake work experience at Chapelford Village Primary School as a regular visitor. This allows our school to provide a safe environment and positive educational climate for pupils and visitors.

Information in this policy should be read in conjunction with the Chapelford Village Primary School visitors safeguarding information leaflet and Keeping Children Safe in Education document (Part one).

1. Key Points of Contact and Arrival in School

It is the responsibility of the Chapelford Village Primary School to ensure that any student or volunteer invited into the school environment is given basic briefing on the following subjects for their own safety and that of school pupils and staff: this will be delivered by either Mrs Fabian or Miss Parker.

- Behaviour management

- Child Protection
- Code of Conduct
- Confidentiality
- Dress Code
- Fire/Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety considerations
- Use of mobile phones

Students and work experience placements should be assigned to a mentor who will be their first point of contact during their time within school. Usually this will be the class teacher or placement mentor. Volunteers will have Mrs Hackett as their point of contact.

It must be emphasised to all volunteers and students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such. Students and volunteers must sign in and out using the electronic system in the main entrance each day on arrival and departure. This includes when leaving the premises for a lunch break. Students and volunteers are welcome to use the staff room at break and lunchtimes.

Key Contacts to Include:

Headteacher and DSL – Mrs L Tottie

Deputy Headteacher and Deputy DSL – Mrs N Stewart

Assistant Headteachers– Mrs H Hackett and Mrs A Webb-Breen

SENDCo and Deputy DSL – Mrs L McDavid

School Business Manager – Mrs T Fabian

Office Manager – Miss M Parker

2. Procedures

3. Consideration stage

Before a student or volunteer is accepted to undertake experience in school, the following procedures must be completed:

- Students must provide suitable documentation or references from their secondary school/college/ university regarding their suitability for work experience and placement.
- The teacher who will be supervising the student must accept this responsibility and take into consideration their upcoming lessons and tasks.
- The student must meet with Mrs Hackett or the teacher who will supervise their work experience / placement so that the young person's suitability can be assessed. The Headteacher has the power to either refuse or end a student's work experience / placement at any time.
- Volunteers working directly with children on a regular basis will be subject to a DBS check and will be under the supervision of the Volunteer Coordinators

and/or the class teacher.

The requisite documentation should be completed and a copy will be stored by the school office.

4. The first day

On the first day of placement, the student / volunteer must sign-in at the office and then report to either Mrs M Parker or Mrs T Fabian.

The Designated Senior Leader meeting with the volunteers must ensure that the student / volunteer has understood the school's Child Protection and Safeguarding Policy. Pertinent points in this policy should be raised and discussed as necessary.

The student / volunteer must declare that they have understood this policy.

The student / volunteer will then be escorted to the classroom where they will be completing their experience.

5. Safeguarding and Child Protection

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act

This policy operates in conjunction with the following trust/school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy • Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance and Punctuality Policy
- ICT Acceptable Use Policy
- Marking and Feedback Policy

6. Activities

Activities that students undertaking work experience may be engaged in might include:

- School visits/trips
- Activities during lessons
- Assisting practically during events in the school, i.e., assembly
- Working with individual children
- Supporting staff to run breakfast and after school clubs
- Supporting with lunchtime supervision as part of OPAL

Volunteers may be asked to:

- Support with school visits/trips
- Support with activities in class
- Support with lunchtime supervision
- Listen to children read

Chapelford Village Primary School will ensure that any activities are planned properly and safely. We strive to ensure that students completing work experience / placement at our school have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise when completing activities.

7. Health and Safety

Students on work experience/placement and volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while working alongside a teacher during a cookery or science activity).

Risk assessments must be undertaken before the young person begins their period of work experience.

The young person should also read and sign the school's 'Acknowledgement of Safeguarding / Health and Safety Procedures' to certify that they have understood and will comply with this document. A copy of this can be found within Appendix E below.

(See Appendix B)

8. Confidentiality

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 1998, renewed 2018. Anyone undertaking work experience/placement and volunteering is not permitted to discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school.

There may be instances where work students and volunteers must pass information to the Headteacher, Senior Leader or Class Teacher. These include incidents where a child is upset or when a child discloses that he or she is being harmed in any way. Volunteers and students must report this to the child's class teacher and/or safeguarding coordinator as soon as possible. Under no circumstances should the parents be contacted.

9. Mobile Phones, Internet and Use of Social Media

Students and volunteers on placement are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's ICT Policy, Mobile Phone and Social Media Policy should be complied with at all times.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at Chapelford Village Primary School or any activities which may bring the school into disrepute and/or may cause questions regarding the individual's suitability to work with children.

Students and volunteers must not attempt to contact pupils via social media, email, or make arrangements to meet outside of school.

All mobile phones should be switched off / or on silent during lesson time unless an emergency phone call has already been discussed with a member of the SLT.

10. Equal Opportunities

At Chapelford Village Primary School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender or sexual orientation, per the Equality Act 2010. Additionally, though not protected characteristics under the Equality Act, marital, social and financial status should never be grounds for discrimination. All students and volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

11. Code of Conduct

All those completing placements and volunteer work are expected to maintain high standards of professional behaviour and conduct while involved in activities at the school. The following is a guide to appropriate conduct:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Students and volunteers to be vigilant around the security of the school building to ensure external doors are closed securely and gates locked at appropriate times.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of poor pupil behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.

12. Volunteers/ Students should never

- Make unnecessary physical contact with a child and should only touch a child in an emergency such as a distressed child who may need reassurance involving physical comforting as a parent would provide. If a child makes it clear that they do not want physical contact with you then we must adhere to their wishes unless they are putting themselves or other at risk of harm.
- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation. (Volunteers / work experience pupils) Placement students must follow the school's Positive Behaviour Policy to deal with incidents of poor behaviour.
- Shout, hit, threaten or manhandle a child.
- Administer first aid to a child. Those in need of medical assistance need to be sent to a qualified first aider in school.
- Take photographs in school without the prior permission of the Headteacher / Class teacher.
- Develop 'personal' relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school. This includes discussing the school, staff and pupils on social media platforms.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive gifts.

13. Absence

If a student, work experience pupil or volunteer is unable to attend for any reason, they are required to inform the school by calling the office number on 01925 712554 before 8:30am

When leaving the school building, please ensure that you sign out on the 'Inventry' system.

Please ensure that the document on Appendix D is acknowledged and signed and handed into the office after reading this policy.

Appendix D -

14. Safeguarding Children

Children suffering from abuse can sometimes show outward signs such as bruising or other marks on the skin. There can also be no obvious outward signs, but they will often try to communicate about their abuse with a trusted adult. As a regular visitor to school, you could find yourself in the position of being told something that relates to abuse.

If a child tries to tell you something they might ask you to keep it secret. You must NEVER promise to do this. You must only listen and clarify information that is given. Do NOT ask leading questions or offer suggested words. Reporting disclosures should only contain the child's actual words or phrases. Please read the following 'Dos and Don'ts' regarding disclosure.

DO

- Keep an open mind
- Reassure the child that they are right to tell
- Listen carefully
- Work at the child's pace
- Ask only open questions – if you must ask them, clarify the facts, don't interrogate
- Tell the child they did the right thing by telling you.
- Explain what you need to do next
- Record accurately and quickly using child's words
- Pass on to DSL / member of staff on the same day

DON'T

- Make false promises about confidentiality
- Interrupt
- Interrogate / investigate
- Assume e.g., this child tells lies
- Make suggestions about what is being said
- Ask leading questions
- Speculate or accuse anyone
- Show anger, shock etc.
- Tell the child to go and speak to someone else
- Forget to record accurately and/or pass on to DSL

Should you have any further questions about Child Protection, please speak to a member of the Safeguarding Team:

- **Headteacher and DSL** – Mrs L Tottie
- **Deputy Headteacher and Deputy DSL** – Mrs N Stewart
- **Assistant Headteachers**– Mrs H Hackett and Mrs A Webb
- **SENDCo and Deputy DSL** – Mrs L McDavid
- **Education Welfare and Pastoral Lead** – Miss K Rowe
- **Office Manager** – Miss M Parker

Appendix B -

15. Health and Safety

These are just some general pieces of advice. Depending on your role in school, some will be more relevant than others. Please speak to the Health and Safety Coordinator

(Mrs T Fabian) regarding what is applicable for your role.

- Security-sign in and out on the Inventory system, even at lunch times. Please ensure you have been given a visitor badge to wear at all times.
- Children should never be left unsupervised. If you see a child unsupervised, please inform a member of staff.
- There is a fire escape plan in every classroom. Please ensure you know the nearest exit and assist with taking children out in the event of a fire alarm.
- No climbing to put up displays-ask member of staff for a ladder (work experience students should not be putting up displays).
- Should a child be ill, have soiled themselves, or have suffered an injury, please ask for a member of staff. Do not deal with it yourself.
- Work experience students from local high schools should not be left unattended with children.
- If **you** should have an injury in school, there is a procedure to follow. Please consult a member of staff.
- As a school we try to be proactive in keeping the children safe. Please be 'risk aware' and inform staff if you have any concerns.
- If you are asked to carry out work involving food, please ensure that surfaces are clean and children's hands are washed. Please use the signs available to indicate a hot cooker. Please be aware of ALL children with food allergies and speak to the class teacher.

Our full and paediatric First Aiders are:



Appendix C -

16. Volunteers – Accompanying School Trips

We thank all parents who volunteer to assist staff on school trips, without your help many trips could not take place. As a staff we have, therefore, compiled this policy to assist you personally and, thereby, provide maximum safety for all.

It is an extremely responsible position to be in charge of a group of lively children, therefore, the teacher in charge should ensure that:

1. All children must be in sight of the group leader at all times. Frequent head counts help.
2. Children must be accompanied to the toilet, without leaving other children unsupervised.
3. All accidents must be reported to the teacher in charge, who has overall responsibility.
4. Particular care should be taken in dangerous situations e.g. crossing the road, near water, heights etc. Potentially dangerous areas should be avoided where possible.
5. Timetables (where applicable) must be adhered to.

If any child misbehaves, please do not hesitate to ask for help or support.

The staff for their part will enforce all points 1-5, and will also be responsible for providing each helper with:

1. An understanding of the purpose of the trip. What to look for and why.
2. Itinerary/map if necessary
3. A list of children in their group, including any medical problems
4. First Aid provision/tissues
5. A copy of all risk assessments

It is important to create a good impression when out of the school building, staff and parent helpers should frequently remind children of the need to be polite and to show consideration to others. We want to maintain our excellent reputation.

We hope that you have found the above helpful. Thank you once more for helping to broaden the pupils' knowledge and understanding of the environment. We really appreciate your assistance.

Appendix D –

17. Acknowledgement of Safeguarding and Health and Safety Procedures and Visiting Chapelford Village Primary School

- I (name) acknowledge
- that I have read and understood the school's Safeguarding policy and procedures, alongside the Keeping Safe in Education, Part 1 and Annex A and will follow them accordingly during my time at Chapelford Village Primary School.
- I acknowledge that I have read, understood, and will follow the

school's Health and Safety policy and procedures.

- I understand my role and responsibility whilst working at Chapelford Village Primary School and shall follow and adhere to the policies.
- I know the procedure to follow if the fire alarm sounds.
- I am aware of my nearest fire escape route.
- If I have a safeguarding concern around a child, I know which staff to go to.
- If myself, or a child, has an accident / injury, I know who the school's trained first aiders are.

Signed.....

Date.....

Received by (signed and dated)

(These are to be stored securely by the School Business Manager)

Chapelford Village Primary School

Volunteer Induction Checklist

Name of person leading induction:

Name of volunteer:

Details of volunteering (including days, time, year groups and numbers):

Important contact details:

Induction Point	Completed (✓) (completed by member of CVPS staff)	Any comments or actions?
Parking/Access to site/signing in the building		
Professional conducts		
Confirmation of days and times		
Behaviour system – rewards		
Behaviour system – sanctions		
Walkaround: show toilets, offices, place to keep belongings		
Walkie-talkie and First Aid		
Safeguarding processes and who to contact regarding concerns.		
Lockdown procedure		
Fire Evacuation Procedure		
Reporting any behaviour concerns		
DBS received, checked and logged		

Induction Acknowledgement

Please confirm that you have received and understood the information provided during your induction by completing the following checklist. Your signature below acknowledges that you are aware of who to contact for further information or assistance.

By signing below, I acknowledge that I have completed the induction and understand the information provided. I am aware of the appropriate contacts should I need further assistance.

Induction Point	Completed (✓)	Comments
-----------------	---------------	----------

I have been introduced to key staff members and understand their roles.		
I understand the school's safeguarding policy and systems and know who to speak to regarding any concerns.		
I understand the health and safety protocols, including emergency procedures.		
I know who to contact for support with any questions about my role or policies		
I know who to contact in case of illness or absence.		
I know where the first aid kit and other safety resources are located.		

Name: _____

Signature: _____

Date: _____

Induction Facilitator Name: _____

Induction Facilitator Signature: _____

Date: _____

Thank you for completing your induction!