

VOLUNTEER/WORK EXPERIENCE POLICY

RATIONALE

St Nicholas recognises the immense benefits that volunteers/work experience bring and the bridges they build between us and the local community. We appreciate volunteers/work experience can enhance our service through significant contributions to the work and services of the school which is valued and respected. St Nicholas School believes that by providing voluntary opportunities, volunteers will gain a range of skills and work experiences.

DEFINITION

Volunteers/work experience may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the school. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunities.

PRINCIPLES

The Volunteering/Work Experience Policy is underpinned by the following principles:

- We will engage and involve our volunteers in our activities
- We do not use volunteers as substitutes to employees/paid staff
- We expect our staff at all levels will work positively with volunteers.

EMPLOYMENT STATUS OF VOLUNTEERS/WORK EXPERIENCE

A volunteer/work experience is not an employee and does not have a contract of employment with St Nicholas School. We ask our volunteers to carry out the activities they are assigned, however St Nicholas School is not bound to offer volunteering activities to any individual neither is any volunteer bound to undertake volunteering opportunities offered.

ROLE OF THE VOLUNTEER/WORK EXPERIENCE

Roles suitable for volunteers/work experience are as follows:

- Hearing children read
- Working with members of staff with small groups of children
- Supervised working alongside individual children
- Working with and alongside the Class Teacher and Teaching Assistants

All volunteers/work experience 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/work experience will be given clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. 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.

At **NO TIME** will a volunteer/work experience be left unattended with a pupil or be expected to carry out any primary care routines.

RECRUITMENT

St Nicholas School will invite prospective volunteers/work experience to meet with us in advance of starting to ascertain their suitability for volunteer roles within the school. St Nicholas will take into consideration the work the volunteer/work experience is interested in and how best their potential might be realised. Depending on the nature of role, the prospective volunteer/work experience will be required to undergo checks before beginning to work within the school.

VOLUNTEER/WORK EXPERIENCE AGREEMENT

Volunteers/work experience working with St Nicholas school will enter into a Volunteering Agreement which identifies (Appendix 1);

- The volunteer's/work experience role
- Any training that the volunteer is expected to undertake
- Supervision of the volunteer
- Insurance cover
- Absence procedures

All volunteers/work experience will be expected to conform to the high standards of behaviour and conduct whilst carrying out their duties. St Nicholas School expects volunteers to:

- Respect other volunteers, students, parents and other staff and make them feel welcomed and valued
- Be sensitive towards others
- Be approachable and pleasant
- Dress and behave in a manner which promotes healthy and safe working practices and is mindful and respectful of the cultural diversity of our local community
- Maintain the confidentiality of personal information at all times.

POLICIES AND PROCEDURES

Volunteers/work experience are expected to comply with all our policies while they are on our premises or undertaking any of their volunteering duties.

SAFEGUARDING

The welfare of the children is paramount. To ensure the safety of our children St Nicholas adopts the following procedures:

- All Volunteers/work experience are given a copy of the Volunteer/Work Experience Policy and asked to sign a Volunteer/Work Experience Agreement
- **To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.**
- Where a volunteer/work experience is engaged in a 'one-off' activity eg helping supervise a group of children as part of a class visit no formal checks are carried out on these volunteers. These

volunteers, who are under constant supervision by school staff must read and sign our OFF-site agreement (Appendix 2).

- If you are concerned about any safeguarding issues whilst at St Nicholas school please follow reporting procedures by seeing the Head Teacher or Deputy Head Teacher as soon as possible.

HEALTH AND SAFETY

St Nicholas School has the responsibility for the health and safety of volunteers who are covered by our Health and Safety Policy and we carry out risk assessments as necessary. Volunteers/work experience must follow our health and safety policies and procedures at all times as they have a duty to take care of themselves and others who might be affected by their actions. Volunteers/work experience should not act outside their authorised area or work and must report all accidents to their supervisor.

CONFIDENTIALITY

Volunteers/work experience may become aware of confidential information about our school, our staff, the people they work with and the wider school community. Volunteers/work experience **MUST NOT** disclose this information or use it for their own or another's benefit. They **MUST NOT** disclose or discuss any information about the pupils in the school. Volunteers/work experience **MUST NOT** take photographs or video footage of the pupils.

VOLUNTEERS VOICE

St Nicholas School wants to hear the ideas from volunteers/work experience and what they have to say about the School. Volunteers/work experience help the school grow and develop and are included if they wish in our meetings as appropriate. Volunteers/work experience should raise any problems with their name contact who will try to solve any problems. If it is not possible to do this volunteers/work experience should go to the Deputy Head Teacher or can make a formal, written complaint.

MONITORING AND REVIEW

This policy will be reviewed annually by the Assistant Head Teacher and up dated in line with any changes to Statutory Guidance and then passed to the Governing Body for agreement.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Safeguarding

Health and Safety

E Safety

Safer Recruitment

Complaints Policy

Appendix 1 – Volunteer/Work Experience Agreement

Appendix 2 – Volunteer/Work Placement Students Information Sheet

Appendix 2 – Volunteer/work experience Enquiry sheet

GILLIAN NEWPORT

REVIEWED TERM 3 2017