



**Westbrook Old Hall**  
PRIMARY SCHOOL

Westbrook Old Hall Primary School

# Work Experience and Volunteers Policy

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## Review Date and Summary of Changes

Date of review	Summary of changes
June 2026	New policy

Signed by:

K. Gingley

Headteacher

Date: June 2026

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IEC

Date: June 2026

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## Statement of Intent

At Westbrook Old Hall Primary School, we believe that work experience is an important learning opportunity for young people, and we recognise and value the effort taken by volunteers who contribute towards our school.

Work experience at our school allows individuals to prepare for the social interaction, professional values, daily routines and general demands of a role at this school.

As well as benefitting the volunteer who undertakes the work experience, we believe that this opportunity can also benefit pupils. Young people on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience mean that the school is committed to providing opportunities for work experience within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when young people undertake work experience and for volunteers at the school. This allows our school to provide a safe environment and positive educational climate for all pupils. It also sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers, including work experience, are required to comply with.

## 1. Legal Framework

This policy has been developed and written with due regard to all relevant legislation and guidance in place at the time, and will be reviewed and updated, annually, and in line with any changes in the law.

## 2. Definitions

The following definitions apply for the purposes of this policy:

**“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

**“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

**“Regular volunteers”** are individuals who volunteer at the school:

- three or more times in a 30-day period
- once a month or more
- on an overnight stay

A volunteer will be engaging in “regulated activity” if they:

- will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children
- engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once

**“Work experience”** is a short-term placement undertaken by young people from another educational site, in school to learn about a job/workplace or an individual who is studying for an educational qualification, which involves working at a school as part of the course.

## 3. Procedures

### Application

Anyone who wishes to volunteer or undertake work experience at Westbrook Old Hall Primary School, should send an email to the school office ([office@wohp.omegamat.co.uk](mailto:office@wohp.omegamat.co.uk)), with the following details:

- Identity details - full name, age, date of birth, full address with postcode
- The reason for the request (volunteer, work experience etc)
- If your course is in connection to an educational course with details of the educational setting, tutor, course details if applicable

- Details of why they wish to volunteer and the activities they would like to undertake
- Approximate start date and days/times when the individual would like to work

The information will then be passed to the Placement Coordinator to review.

### **Consideration Stage**

The Placement Coordinator (PC) will review the application and identify any opportunities that meet the request's requirements. The PC will confirm the possibility of the placement with key personnel (teacher if class based or Work Experience Lead) before any further action is taken.

### **After consent has been given**

Once agreed, the PC will contact the volunteer/work experience candidate to ask them to come to a brief meeting to discuss the opportunity in school. Once the placement has been agreed, there may be further checks required.

### **Safeguarding Checks**

**Occasional volunteers** will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required. An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

**Regular volunteers** (aged over 16 years old) will always go through the following recruitment process:

- appropriate safer recruitment checks will be undertaken, including a DBS check and, where appropriate, references requested.
- The individual will be made aware of the roles and responsibilities they will be undertaking

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- whether the role is eligible for a DBS check, and if it is, the level of check required

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required. All checks will be conducted in line with the school's Safer Recruitment Policy.

Details of any risk assessment will be recorded, and any DBS checks applied for will be recorded on the school's Single Central Record.

#### **4. Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- there is supervision by an individual who is in regulated activity
- the supervision is regular and day-to-day
- the supervision is reasonable in all the circumstances to ensure the protection of the pupils

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- the ages of the pupils, including whether there is a large gap in their ages
- the number of pupils that the volunteer is working with
- whether or not there are other staff members present during the activity
- the nature of the volunteer's work and the opportunity for contact with pupils
- how vulnerable the pupils are
- how many volunteers would be supervised by each member of supervising staff

#### **5. Induction**

Volunteers/students will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers/students will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Managing Allegations Against Staff Policy
- Equal Opportunities and Dignity at Work Policy
- Health and Safety Policy
- Invacuation, Evacuation and Lockdown Procedures
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy

- Complaints Policy
- GDPR Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy

Volunteers/students will be provided with access to the above documents following their induction with a member of staff.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers/students will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

## **6. Safeguarding**

Volunteers/students will be provided with safeguarding information as determined by the Trust Safeguarding Policy, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers and work experience students are informed of these plans. The school will ensure that they have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers /students are required to be identified and located at all times. For this reason, the following process will be adhered to:

- volunteers/students will sign in and out of the building at the school office
- volunteers and students will wear a visitor badge at all times

The headteacher will be made aware of where the volunteer is working.

Volunteers /students will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Managing Allegations Against Staff Policy.

## **7. Health and Safety**

Volunteers /students will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers/students will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer/student notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## **8. Absence**

Volunteers/students are required to inform the school office by 8:00 am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer/student being unable to attend the school on any further occasions.

If a volunteer/student is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader and will sign out of the building before leaving the premises.

## **9. Confidentiality**

All volunteers/students will be required to act in line with the Staff Confidentiality Policy.

Volunteers/students will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers/students on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer/student who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer/student is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.

Volunteers/students will report any concerns to a member of staff and are instructed not to notify the parents.

## **10. Complaints**

Any complaints made in relation to a volunteer/student will be managed in line with the school's Complaints Procedures Policy.

## **11. Monitoring and Review**

The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers/students will be required to read this policy prior to their attendance at the school.

The next review date for this policy is shown on the front page of this document.

## Appendix 1 - Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- observe the high standards of behaviour and ethical conduct mandated by the school
- respect other volunteers, members of staff and pupils, and make them feel valued
- be approachable, pleasant and positive role models for pupils
- adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy
- maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff
- treat all pupils and members of staff equally
- report any incident of challenging behaviour to the class teacher or a senior member of staff immediately
- dress appropriately and behave in a manner which promotes healthy and safe working practices
- accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements
- observe safe working practices, applying reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor
- make proper use of the resources
- conduct work in a cooperative manner
- turn off mobile phones while on school premises

Volunteers will not:

- discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation
- shout at, hit, threaten or handle a pupil
- take photographs in school without the prior permission of the headteacher
- develop 'personal' or sexual relationships with pupils
- work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement
- behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol
- share personal contact details with pupils or make personal arrangements to meet pupils outside school
- express any extremist or discriminatory views, or any views that would offend others.
- 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
- give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil

I, \_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined in this policy.

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

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

## Appendix 2 - Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at Westbrook Old Hall Primary School. Please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the office or at [www.westbrookoldhall.co.uk](http://www.westbrookoldhall.co.uk)

<b>Name</b>	
<b>Name of staff member to whom you will report</b>	
<b>Number of times that you will volunteer in the school</b>	
<b>Dates that you will volunteer between (to be reviewed after <u>one month</u>)</b>	

<b>Please tick the appropriate box once you have read &amp; understood the following documents</b>	
Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Equality Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Acceptable Use Policy	
Evacuation,	
Managing Allegations Against Staff Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	

<b>I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses</b>			
<b>Signature of volunteer</b>		<b>Date</b>	
<b>Signature of supervisor</b>		<b>Date</b>	

## Appendix 3 - Volunteer application form

This application form must be completed before any volunteer work at Westbrook Old Hall Primary School.

Please give details of why you wish to volunteer and the activities you want to undertake			
<b>Name</b>		<b>Date of birth</b>	
<b>Postcode</b>		<b>Telephone</b>	
<b>Address</b>			
<b>Is your application in connection to an educational course? (please circle)</b>			<b>Yes/No</b>
<b>If you answered 'yes' to the above, please fill out the table below</b>			
<b>Name of educational setting</b>		<b>Postcode</b>	
<b>Address</b>			
<b>Course details</b>			
<b>Qualification</b>		<b>Length of course</b>	
<b>Link tutor</b>		<b>Telephone</b>	
<b>Please fill out the sections below, providing accurate details of when and how long you are available for</b>			
<b>I wish to work on the following school days (please tick):</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		<b>I wish to work (please tick):</b> <input type="checkbox"/> A full day ( <b>8:30am – 3:30pm</b> ) <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons	
<b>Please list any other requirements in terms of availability (e.g. specific times):</b> <div style="height: 40px;"></div>			
<b>If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies</b>			
<b>Signature of volunteer</b>			
<b>Date</b>			