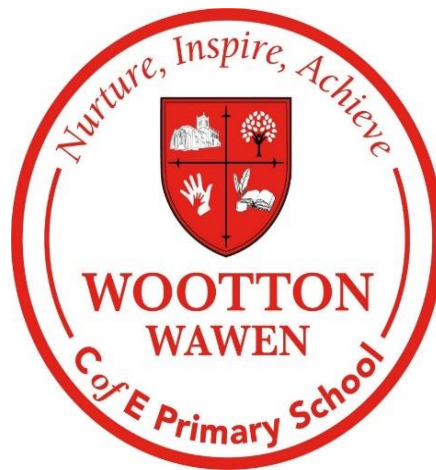


Wootton Wawen C of E Primary School Volunteers and Work Experience Policy



This policy was approved by the Full Governing Body and supersedes any previous Volunteer and Work Experience Policy. It will be reviewed every three years, or earlier if needed. Any amendments will require the approval of the Governors.

APPROVAL BODY	Full Governing Body
APPROVAL DATE	February 2023
Head of School	
CHAIR OF GOVERNORS	

Introduction

Volunteers, educational and work experience students bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome volunteers and applications for placements from the local community.

Our volunteers include:

- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Friends of Wootton School (FOWS)

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children*
- Undertaking art and craft activities with children
- Supporting or running after-school clubs
- Working with children on the computers
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, should approach the Head of School. Before starting to help in school, volunteers should read the school Guide for Volunteers which sets out the school's expectations of volunteers.

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

Student Placement (Trainee teachers and work experience)

Educational Placements: School / college work experience

The school has limited capacity to offer work experience placements. Students with siblings/relatives in school, will not be accepted for a work experience placement.

Placement as part of a course:

Students requesting a placement which is part of their course / training will be required to produce a DBS from their college or university. If they require a separate DBS this will be chargeable.

We aim to provide high quality Initial Teacher Training (ITT) and work experience that will give students the experiences necessary to pursue a career in education or childcare.

- To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.
- The student placement coordinator, the student and the training provider will work collaboratively to fulfil these aims.

Roles & Responsibilities

Training Provider:

- Apply on student's behalf for Enhanced CRB disclosure. (If the student is under 16 provide a letter that confirms the head teacher has no concern with regards to the student's suitability to undertake work experience.)
- Communicate with school regarding the student's expected duties and commitments.
- Ensure adequate insurance is in place.
- Conduct own Health and Safety checks.

School will provide a mentor who will:

- Manage communications between the schools and the ITT provider/Secondary school.
- Offer or decline placements to work experience students after initial meeting.
- Attend induction session/s or training.
- Hold induction meeting with student to be shown around school and briefed on professional conduct, and discuss Health & Safety and Safeguarding policies.
- Monitor the progress of the training plan and responding positively to any issues that arise.
- Conduct lesson observations (with the class teacher) and feedback as set out in the Higher Education Institutions requirements.
- Brief class teachers regarding any specific needs of the student.
- Ensure students receive clear instructions from class teachers regarding their role in the classroom.

Student:

- Provide current, clear Enhanced CRB disclosure and photographic ID (if aged 16 or over).
- Communicate with school and training provider to inform of absences or changes to routine.
- Arrive punctually and neatly presented.
- Conduct themselves in a professional manner and maintain a professional, fair relationship with children.
- Inform class teachers in advance of any additional duties required such as observations or reports.
- Carry out duties as directed by the class teacher or student mentor.

- Follow the example set by the class teacher and act as a role model for children.
- Read and follow current Health and Safety, Safeguarding, Staff Code of Conduct and Safeguarding Policies.

Confidentiality

Volunteers and students in school are bound by a code of confidentiality. Any concerns that volunteers or students have about the children they work with/ come into contact with should be voiced with the Class Teacher and NOT with 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. Volunteers and students who are concerned about anything another adult in the school does or says should raise the matter with the School mentor or Head of School.

Supervision

All volunteers and students 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 and students should have clear guidance from the teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers and students are encouraged to seek further advice / guidance from the teacher in the event of any problem regarding children's understanding of a task or behaviour.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers and students 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 /accompanying children on visits). Volunteers and students need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Head of School.

Child Protection

The school is committed to safeguarding and keeping children safe. All volunteers are required to read Part 1 of Keeping Children Safe in Education and the school's Children Protection Policy. All volunteers must meet with the Head of School, before they start, to discuss these documents. This will ensure a full understanding of the contents and the implications of the statutory requirements for anyone working with children, be that paid or voluntary work. They sign to say they fully understand the contents.

All volunteers and students on work placements are given a copy of this policy and the Volunteer Guide to read.

Complaints Procedure

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

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

- To speak with a volunteer or student about a concern and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Contact the college or university to discuss the future of the placement; Inform the volunteer that the school no longer wishes to use them.