

Kestrel Mead –

Volunteer, work-experience and student placement policy

Policy Monitoring, Evaluation and Review

This policy is effective for all academies within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

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Author:	
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Revision History:

Version	Date	Author	Summary of Changes:

Volunteer, work-experience and student placement policy

We may use unpaid adults within the school to support the school's work on a voluntary basis, or to meet part of some individual course and pre-course requirements.

For the purposes of this policy, the situations described below are when this policy will be enforced.

- 1) When an unpaid adult is invited into the school as a volunteer to support teaching and learning in individual classes.
- 2) When an unpaid adult is invited into the school because it forms part of their pre-course requirements.
- 3) When an unpaid adult is invited into the school because it forms part of their course and this is facilitated through an external organisation.

Examples of the above

1	Parent helpers, community volunteers, individuals seeking experience in a school in preparation for future careers, those considering a return to teaching.
2	PGCE/SCITT pre-course/course placements of 5 days or similar.
3	SCITT, PGCE initial teacher education programmes. College/adult education/Open University courses covering a range of educational subject matter.

The following applies to situations 1-3. For ease of understanding, all individuals concerned with this policy will be referred to as "Volunteers" from this point. This policy is for school staff and those concerned with school policy and the individual volunteers concerned. We are not able to offer volunteering opportunities for individuals under the age of 18. We are not able to offer work experience placements for secondary school pupils at this time.

Introduction

At Kestrel Mead, we value the work of volunteers from our local community and we welcome those wishing to help children further their educational experiences. We are also proud to support adults embarking, or about to embark on their own professional learning courses and we are committed to supporting this where reasonably practicable.

These guidelines have been written to ensure that there is clear guidance for all concerned – volunteers, teachers and children. The experience should be both positive and rewarding for all involved.

Be the best you can be

We teach all children at Kestrel Mead to "Be the best you can be" and this is reflected in children's work and behaviours in and around school. We promote our 4 key character behaviours of #Respect #Resilience #Compassion and #Curiosity and we ask all adults that come into contact with children to support this.

Safeguarding

This policy forms part of the school's safeguarding policy and approach. As part of the school's induction policy, a safeguarding induction is mandatory for all volunteers and will be carried out by a Vice Principal.

Disclosure and Barring Service (DBS) checks

We carry out a Disclosure and Barring Service (DBS) check for volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for individuals to work in school as a volunteer, they will need to complete a DBS online check.

Volunteers will be issued with an online DBS link to complete. Upon completion of the form, they should email admin@kestrel-tmet.uk to organise a time for identity checks to be carried out. Those who help at specific events e.g. school fair, relatives in school days etc. who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

Once this has been completed, volunteers will be asked to produce the paper DBS, with a drivers' licence or passport prior to agreeing a start date. There will be additional forms to be completed at this point.

For those who are enrolled on a course and have already been issued a DBS check, we will instead seek a covering letter from the appropriate institution that clarifies that the appropriate background checks have taken place. Volunteers will still be required to complete relevant school paperwork prior to beginning placements at school, therefore an appointment with the school office is still necessary.

If a volunteer position is for 5 days or less and the person applying is looking to enrol on a teacher training course, the school may choose to enforce additional measures as an alternative to applying for a DBS check for such a short-time period. This is detailed in **Appendix 3** of this document.

Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school that are most appropriate. For volunteering linked to course placements (2 and 3) this will be through negotiation with the Vice Principal and/or training provider.

Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school. This is at the discretion of the school's Senior Leadership Team.

Volunteer Roles in School

Many of the activities that we ask volunteers to support with are the sorts of things that parents do with their own children at home.

We might ask volunteers to become involved in supporting a variety of activities such as:

- Sharing books
- Working on the computer

- Playing games
- Making things
- Cooking
- Gardening
- Sewing
- Topic related studies
- Coming with us on visits

For volunteers linked to course placements, activities may include a more specific focus or greater focus on children's academic learning where necessary.

Procedures and Housekeeping at Kestrel Mead

Health and Safety/Safeguarding

When a volunteer arrives in the school they must sign in at the school office. They will indicate their arrival time and which class/person they will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers without a DBS clearance will have been identified to staff members (See **Appendix 3**).

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work for example, or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them.

The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion to others outside of the school. If you ever have any concerns about a child, please speak to the class teacher or Designated Safeguarding Lead as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer in School Contract' (Appendix 2) a copy of which will be kept in school.

Safeguarding concerns including those regarding the Prevent Duty about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure.

The Designated Safeguarding Leads are named on an information poster in both school offices. This information is also available on the school website.

For your information the school day is

Infants	–	start time 8.35am, finish time 3.00pm
Juniors	–	start time 8.50am, finish time 3.20pm

Staffroom

All volunteers are welcome to use the staff room during break and lunch periods. All volunteers must be aware of the school code of conduct relating to professionalism in the staffroom.

Mobile phones

Mobile phones must be switched off at all times when in school and kept in a secure place. You are not permitted to use your phone to take pictures of the children. Mobile phones may be used in the staffroom.

Tea / Coffee arrangements

If you are in school over the break period, there are tea and coffee making facilities in the staffroom which you are welcome to use.

Photocopier

You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

First Aid

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or teacher on yard duty if you are approached by a child with an ailment or injury.

Fire alarm

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area where necessary.

Attendance

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

The school's Outlook calendar will be updated by a Vice Principal to state the dates and times we expect to see individuals in school. This is so school staff are aware of when volunteers are in school.

References

Volunteers sometimes ask the school to provide a written reference when they are seeking employment. This will be completed by the Vice Principal or class teacher (if more appropriate) if the volunteer has been based at the school for at least a 4-week period. We will always complete references for teacher training institutions or external course bodies such as colleges and universities.

Additional notes

The Senior Leadership Team has the authority to withdraw the help of volunteers whenever they believe that it is not in the best interest of the children.

What to do next

If you are still interested in volunteering, please complete the Appendix 1 form – School Volunteer Request Form and email to dhansen@kestrel-tmet.uk or print and bring it to the school office.

Appendix 2 – Volunteering in School Contract

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

Volunteer Helper: (Printed Name)

Vice Principal Agreements

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:

Date: Position:

Volunteer Agreements

As a volunteer I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/DSL if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks (if appropriate)
- Disclose any criminal allegations prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed: Date:

Class Teacher Agreements

I have read and understood the responsibilities of the class teacher and the Vice Principal and I am clear on my responsibilities with the named volunteer.

Signed: Date:

Appendix 3 – No DBS

If a volunteer position is for 5 days or less and the person applying is looking to enrol on a teacher training course, the school may choose to enforce additional measures as an alternative to applying for a DBS check for such a short-time period.

This will be agreed by the Principal/Vice Principal ahead of time and shared with office staff prior to any volunteering in school as identity checks are still required.

The following procedures are in place when a volunteer is not DBS checked by the school or any other institution.

- The volunteer will wear a Red lanyard at all times. This informs all staff that the person does not have a DBS check.
 - As a result of this the volunteer will never work unsupervised with children and will never be left alone during their time in the building. They will therefore use the staffroom at break and lunch times and only work in the classroom under the supervision of the teacher.
- The school office will complete ID checks for the volunteer and copies of these will be kept in the school office.
- Signing in and out of the building will be closely monitored by the Vice Principal.

The following needs to be signed for each volunteer when the above measures are enforced.

I understand that the volunteer in school does not have a DBS check and therefore the above measures will remain in place during the duration of the volunteering period.

Volunteer/Student name: _____

Dates of volunteering: _____

Vice Principal: _____ **Date:** _____

Class Teacher: _____ **Date:** _____

Volunteer: _____ **Date:** _____

Appendix 4 – Volunteering overview at Kestrel Mead Primary Academy

This overview shows where we have capacity in school to facilitate a voluntary placement. We only have a limited number of spaces at any one time so we may need to defer or turn-down some requests.

	1- Volunteering	2- Pre-course experience	3- Course placements
Duration:	4 weeks	Up to 5 days (30 hours)	1 - 9 weeks (30 - 270 hours)
Autumn 1	1x Infant placement 1x Junior placement	1x Infant placement	1x Junior placement
Autumn 2	1x Infant placement 1x Junior placement	1x Junior placement	
Spring 1	1x Infant placement 1x Junior placement	1x Infant placement	1x Infant placement
Spring 2	1x Infant placement 1x Junior placement	1x Junior placement	
Summer 1	1x Infant placement 1x Junior placement	1x Infant placement	1x placement Infant/Juniors

All placements are organised at the discretion of the senior leadership team.

Appendix 5 – Induction checklist for volunteers

All volunteers are required to complete the following section of the school induction policy. This will be organised by a Vice Principal.

Induction checklist for **students/work experience/volunteers**

Completed by:

Tour will be given

Print one out and tick that it has been discussed and send the signed copy to the office

1	Confidentiality – issues discussed in school need to be kept in school. It's not appropriate to discuss children or families out of school. Business meeting on a Wednesday lunchtime-appropriate for teacher training students only.	
2	Professional behaviour – not too familiar with the children, use surname Dress code – no jeans or trainers, dress professionally (give a copy of the code-see below)	
3	Health and safety – report injuries to the class teacher who will advise about what to do next (first aider, accident book, etc), hot drinks are not allowed out of the staffroom when children are in the building	
4	Fire safety – displayed in each classroom and needs to be shown to the student / volunteer	
5	Areas to go and not to go – there are confidential files in the office	
6	Lunchtimes – welcome in the staff room for a drink, can pay for a school dinner if wanted, can go home if necessary (work experience students) but it's a good idea to experience the whole life of a school	
7	Staff meetings/phase meetings -all <i>teacher training students</i> welcome and encouraged to attend	
8	Time keeping – arrive by 8.20 (infants) and 8:40 (juniors) at the latest and leave at 3:10pm (infants) and 3.30pm (juniors) if the teacher has no jobs (work experience students). It's not appropriate to have your coat on and be leaving at the same time as the children.	
9	Child protection – who is the designated person to pass concerns onto (usually class teacher who can then completes a concern form)	
10	Meeting with SENCO -arrange meeting with SENCO within first 2 weeks for teacher training students	
11	School handbook and key policies -share key details and policies for teacher training students.	

Dates of placement:

Class/base:

Volunteer/Student:

Signed:

Person completing induction:

Signed:

Date completed: