

## **STUDENT AND VOLUNTEER POLICY**

### **INTRODUCTION**

Students and Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage students and volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff

The types of activities that Students and Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Supporting pupils within Physical Education eg during lessons and lunchtime clubs
- Supporting children with their communication
- Accompanying classes on Educational Visits

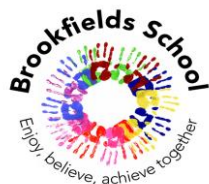
### **BECOMING A STUDENT OR VOLUNTEER**

Anyone wishing to become a volunteer or student, either for a one off event such as a school visit, or on a more regular basis must complete an application form (*Appendix 1*).

Before starting to help in school, volunteers will need a DBS (DBS applications are processed by a college or University in the case of students) and the Student and Volunteer Agreement (*Appendix 2*) at the induction meeting; this sets out the school's expectations of students and volunteers and asks for confirmation that they have received a copy of this policy. A copy of the Student and Volunteer Job Description will also be given out during the Induction Meeting (*Appendix 3*).

### ***Our School***

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



- B**elonging to a place where diversity & difference are celebrated.
- R**espect for each member of our school community
- O**pportunity to participate in a diverse range of activities.
- O**utstanding education for all.
- K**nowledge, skills and enjoyment for all
- F**amilies are supported & seen as collaborative partners.
- I**ndependence to learn and develop for the future.
- E**mootional and social needs recognised & nurtured.
- L**earning together and from each other.
- D**ynamic & constantly evolving school meeting community needs.
- S**afe, stimulating & caring environment for all.

For us to achieve this vision the aim of the curriculum at Brookfields is to provide a range of broad, balanced and relevant educational activities and experiences which meet the individual needs of all our pupils.

At Brookfields we endorse a **Curriculum for Life**, a belief that is supported by our parents and all stakeholders. We provide a curriculum that promotes communication, independence and the development of self help skills. We recognise that **every child matters**, and that each pupil should be respected as an individual, of equal status and value, regardless of gender, race, ethnic origin, disability or learning difficulty.

### **CONFIDENTIALITY**

Students and Volunteers in school are bound by a code of confidentiality. Any concerns that Students or Volunteers 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. Students or Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher – Sara Ainsworth or Deputy Headteacher – Emma Leach.

### **SUPERVISION**

All Students and Volunteers work under the supervision of the Class Teacher & staff team 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. Students and Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Students and 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.

## **HEALTH & SAFETY**

Class Teachers ensure that Students and Volunteers 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 / manual handling / positive physical intervention). Students and Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher. All Students and Volunteers undergo a short induction highlighting Health and Safety procedures.

### **Covid 19: Code of Conduct**

All students and volunteers are required to agree to requirements set out below:

- If I, or anyone in my household, shows symptoms of COVID-19, I will not attend school and we shall follow the isolation rules. I shall arrange for us to be tested and I will let the school know as soon as possible via telephone;
- If I receive a Track / Trace call I shall notify school immediately as I will have to isolate for 14 days (unless I have symptoms and then I can be tested and return if clear/when well);
- Outside of school I shall adhere to current government guidance
- If I arrive at school in a car I shall park considerately and ensure a 2m distance from other staff;
- If I am using public transport to travel to school I shall wear a face covering;
- On arrival I shall remove any face mask I am wearing, placing disposable ones in the bin/double bag a fabric one which I will take away with me;
- I shall wash my hands on arrival at school;
- I will bring minimal items into school with me;
- I shall wear clean clothes each day;
- I will support all staff in their efforts to create an 'as safe as possible' environment during this time, this includes handwashing, cleaning down areas/equipment used, supporting children with handwashing etc.
- Throughout the day I shall regularly wash my hands and follow hygiene rules;
- I shall adhere to social distancing rules wherever possible across the school day;
- Where required I shall wear appropriate PPE (personal care) and I am aware that PPE is available for my use;
- I shall use only the spaces available to the 'bubble' in which I am placed and will remain with these staff / children and not mix across bubbles unnecessarily;
- If I have any concerns about children or colleagues displaying symptoms I shall raise these immediately and follow guidance of what to do in this circumstance;
- I shall provide any personal health updates immediately to Sara or Emma;
- If I have any concerns or queries I shall raise these with Sara or Emma immediately.



## **CHILD PROTECTION**

The welfare of our children is paramount. To ensure the safety of our children, we ask every new staff member, student or volunteer to read the following:

- Guidelines for safer working practices at Brookfields
- Keeping Children Safe in Education- Part 1
- CSSC Positive Behaviour Support Policy (available on website)

It is important that these documents are understood. If you have any questions please do not hesitate to ask Emma Leach– Deputy Headteacher

**Our designated Safeguarding Lead is Sara Ainsworth – Headteacher**  
**Our deputy designated Safeguarding Lead is Emma Leach– Deputy Headteacher**  
**Please do not hesitate to report and concerns.**

**Do not go home worrying about anything, please speak to us.**

- To ensure the safety of our pupils at all times, all of our Students and Volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual which must be produced and shown to the Deputy Headteacher before the placement starts along with photo ID.
- Students and Volunteers are able to access and attend any relevant safeguarding in-house training sessions in their own time.

## **COMPLAINTS PROCEDURE**

Any complaints made about a Student or Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Student or Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Student or Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Student or Volunteer, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.
- Speak to the College or University regarding the placement of the student and if formal procedures are to be followed.

The full Complaints Procedure is available from the school.

## **PLEASE READ THIS POLICY IN ACCORDANCE WITH:**

- Child Protection and Safeguarding Policies
- Assessment policy
- Curriculum Policy



- Health and Safety policy
- CSSC Positive Behaviour Support Policy

### **PROCESS OF REVIEW**

This Policy will be reviewed annually and updated in the light of new guidance



## Appendix 1

### **Student and Volunteer Application Form**

Please complete and return this Volunteer Application Form by email to [deputyhead.brookfields@halton.gov.uk](mailto:deputyhead.brookfields@halton.gov.uk).

Induction interviews will take place with the Deputy Headteacher, Mrs Emma Leach.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. All personnel are required to complete a DBS disclosure prior to commencing voluntary/ student work.**

#### **Personal Details- to be completed by student/ volunteer**

<b>First Name</b>		<b>Last Name</b>	
<b>Contact Address</b>		<b>Email address</b>	
<b>Home Telephone Number</b>		<b>Mobile Phone Number</b>	

**Which school area/activity are you interested in supporting (please tick as many as you like):**

Early Years ☐

Key Stage 1 ☐

Key Stage 2 ☐

Swimming ☐

Sports/ lunch time activities ☐

Educational Visits ☐

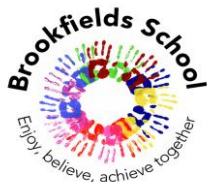
General/ no preference ☐

**Availability:** Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

**Time available:**

Mornings (9am – 12pm) ☐

Afternoons (1.00pm – 3.20pm) ☐



**CONFIDENTIAL to be completed by student/ volunteer**

I am wanting to volunteer/ complete a student placement at you school (*delete as appropriate*)

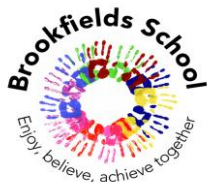
1. Please state why you would like to take on voluntary work/ student placement at our school?  
(Max 200 words)

2. Are there any particular age groups/ classes you would like to work with?

**Work/Voluntary Experience (Last 3 years) to be completed by student/ volunteer**

*We may contact the employers to verify your application.*

Employer's name and dates of employment	Position held and main duties



### **Health**

Do you have any disabilities or health problems we need to take into account or adjustments we need to make to allow you to work as a Volunteer in school?

No ☐

If **Yes**, please give details:

### **To be completed by Students**

Name of school, organisation, training provider :-

\_\_\_\_\_

Name of course \_\_\_\_\_ Year of course \_\_\_\_\_

Name of School/College contact : \_\_\_\_\_

Telephone : \_\_\_\_\_

Start date \_\_\_\_\_ Finish date \_\_\_\_\_

Work/Reports to be completed :-

\_\_\_\_\_

***Thank you for taking the time to complete this Student and Volunteer Application Form. Your offer of help is greatly appreciated and we will be in touch as soon as possible.***

### ***To be completed during the Induction Meeting***

Next of kin (to be contacted in event of an emergency)

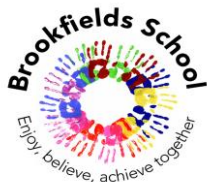
Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact details \_\_\_\_\_

DBS number: \_\_\_\_\_

Date DBS checked and verified: \_\_\_\_\_





## Appendix 2

### Student and Volunteer Agreement

***N.B. Breach of this Code of Conduct will result in ending the placement.***

#### The School

Students and volunteers will have a short induction where certain procedures will be outlined including child protection, fire drill and use of the visitors' book. This is an opportunity to ask any questions you may have.

#### Breaks

Students and volunteers may not return to class or other classes during these periods without the permission of the class teacher. The time of mid morning break is at the discretion of the class teacher and will be in the staff room. Lunch break is for 30 minutes taken between 12.00 and 1.05pm. It will be decided by the Class Team when the student or volunteer is to take his/ her lunch break. Lunch is not provided-students may bring their own and use the staff room during this period. Students may leave the school during this period taking care to sign out/in.

**Work experience students** can only leave school if permission from parents is received in writing.

#### Code of Conduct

If a student/volunteer is unable to attend the placement for a reason such as illness they must telephone the school to notify of absence.

Students/volunteers must respect the confidentiality aspect of their work in school and should be aware that discussing any matters relating to the pupils outside of school is **strictly forbidden**.

Unless a student/volunteer knows a pupil/family before they attend for placement they **should not seek** to visit pupils they get to know. This can cause distress to the families concerned.

Students/volunteers must be aware that many of the pupils have medical problems which may not be immediately obvious. **Please ask** if there is anything you need to be aware of e.g. special diets, etc

Be aware that pupils may exhibit severe behaviour problems and that methods of dealing with these may be outside the student's/volunteer's experience. Please ask a member of staff if there is anything you do not understand.

Mobile phones are not to be used where there are pupils. Please respect staff breaks by not speaking on mobile phones in the staffroom.



- I have read a copy of the school's Student and Volunteer Policy
- I agree to support the school's Vision, Mission and Aims
- I agree to treat all information I learn from being a student/ volunteer in school **as confidential**
- I agree to work only as directed by school staff
- I understand that I am required to undergo a Disclosure and Barring Service Check. I will have this checked and verified by the Deputy Headteacher
- I have been given access to the Student/ Volunteer induction pack, which includes copies of Health & Safety and Child Protection Advice
- I have been made aware of who is my designated mentor

Signature of student/volunteer: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature of representative of the school: \_\_\_\_\_

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

## Appendix 3

### **Brookfields Student and Volunteer Job description**

To assist in all areas of care and control of pupils e.g.

- Washing hands
- Supervision of work and play tasks
- Preparation of snacks and drinks
- Tidying of classroom equipment
- Washing tables and equipment
- **Any other reasonable task requested by the class teacher**

**NB Students or volunteers will not be left in any unsupervised situation with responsibility for pupils**

The class teacher must be made aware of any daily diaries, class observations, child studies etc being undertaken by students and staff must be given an opportunity to see and discuss if necessary.

Evidence collected by students must be subject to stringent confidentiality checks and not undermine the school confidentiality guidelines.

**NB No photographs of pupils will be given by school staff and photographs must not be taken by students or volunteers on mobile phones or cameras.**