



Seamer and Irton CP School

Volunteer, Student Placement and Work Experience Policy



Policy name	Volunteer, Student Placement and Work Experience Policy
Frequency of review	Biennial
Governor lead	Helen Mallory
Lead member of staff	Robert Webb
Reviewed on	June 2024
Reviewed by	Governing Board
Next review	June 2026

Rationale

Seamer & Irton CP School recognises the immense benefits that volunteers, students and people who want to gain work experience in school bring, and the bridges they build between us and the local community. The school believes that by providing voluntary opportunities, volunteers will gain a range of skills and work experiences.

Definition

Volunteers, students and people gaining 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 Volunteer, Student Placement and 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 to work positively with volunteers.

Employment status of volunteers, students and people who want to gain work experience in school

volunteers, students and people who want to gain work experience in school are not employees and do not have a contract of employment with Seamer & Irton CP School. We ask our volunteers to carry out the activities they are assigned. However, the school is not bound to offer volunteering activities to any individual neither is any volunteer bound to undertake volunteering opportunities offered.

Role of volunteers, students and people who want to gain work experience in school

Roles suitable for volunteers, students and people who want to gain work experience in school 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
- Helping with supervision on school trips and enhancement days

All volunteers, students and people who want to gain work experience in school 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, students and people who want to gain work experience in school will be given clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Recruitment

Seamer & Irton CP School will invite prospective volunteers, students and people who want to gain work experience in school to meet with us in advance of starting to ascertain their suitability for volunteer roles within the school. We will take into consideration the work the volunteer, student or person who wants to gain work experience in school is interested in and how best their potential might be realised. Depending on the nature of role, the prospective volunteer, student or person who wants to gain work experience in school will be required to undergo checks before beginning to work within the school.

To ensure the safety of our children Seamer & Irton CP School follows the statutory guidance for regulated activity set out in Keeping Children Safe in Education.

Induction

All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy, the behaviour policy, the staff behaviour policy (code of conduct), and informed of school's child protection arrangements including the role and identity of the DSL and any deputies. All staff should read and understand at least Part one, (or Annex A, if appropriate) of the latest version of Keeping Children Safe in Education.

Policies and Procedures

Volunteers, students and people who want to gain work experience in school are expected to comply with all our policies while they are on our premises or undertaking any of their volunteering duties.

Health and Safety

Seamer & Irton CP 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, students and people who want to gain work experience in school must always follow our health and safety policies and procedures as they have a duty to take care of themselves and others who might be affected by their actions. Volunteers, students and people who want to gain work experience in school should not act outside their authorised area or work and must report all accidents to their supervisor.

Confidentiality

Volunteers, students and people who want to gain work experience in school may become aware of confidential information about our school, our staff, the people they work with and the wider school community. Volunteers, students and people who want to gain work experience in school 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, students and people who want to gain work experience in school experience MUST NOT take photographs or video footage of the pupils

Equality, safeguarding and equal opportunities statement

Seamer & Irton CP 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 based on membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

APPENDIX 1 - Safeguarding Guidance for Visitors

Seamer and Irton CP School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Seamer and Irton CP School, follow the North Yorkshire Safeguarding Children Board procedures.

It is important that when working on the school site you adhere to the following principles:

- On arrival you sign in at the main school office with proof of identification and /or any documentation to verify you have a pre-arranged appointment.
- Visitors should then wait to be collected from reception by a member of staff.
- Recognise that it is in the best interests of all to avoid any situations where you are alone with any of our students.
- Use the adult toilets located in the entrance area if you need to do so. You will be shown this when you sign in at the school office.
- Ensure that you wear the official 'VISITOR' badge which will be given to you when you sign in at the school office.
- Sign out on completion of your work in the school and vacate the school site.

The school's policies are all available on the school website and all volunteers are asked to abide by them. You will receive a summary of key safeguarding procedures when you sign in.

Thank you for offering to volunteer at our school.