



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	
Lead member of staff	Jonathan Wanless
Reviewed on	June 2022
Reviewed by	Governing Board
Next review	June 2024

Document history

Date	Changes	Version
12.9.22	KCSiE2021 changed to KCSiE2022	06.22 V2

RATIONALE

Seamer & Irton CP School recognises the immense benefits that volunteers/work experience 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/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 Volunteering/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/WORK EXPERIENCE

A volunteer/work experience is not an employee and does 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 THE VOLUNTEER/WORK EXPERIENCE

Roles suitable for volunteers/work experience 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/work experience 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/work experience will be given clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. 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.

RECRUITMENT

Seamer & Irton CP School will invite prospective volunteers/work experience 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/work experience is interested in and how best their potential might be realised. Depending on the nature of role, the prospective volunteer/work experience 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 Annex F of Keeping Children Safe in Education 2022.

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 Keeping Children Safe in Education 2022

POLICIES AND PROCEDURES

Volunteers/work experience 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/work experience 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/work experience should not act outside their authorised area or work and must report all accidents to their supervisor.

CONFIDENTIALITY

Volunteers/work experience may become aware of confidential information about our school, our staff, the people they work with and the wider school community. Volunteers/work experience 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/work 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 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. Seamer & Irton CP School is a 'Non-Smoking' site.

Thank you for offering to volunteer at our school.