

Students & Volunteers' policy

Audience:	Parents / Carers Students High schools and FE providers Academy staff and volunteers Local Governing Bodies Trustees Regional Boards Local Authorities
Approved:	
Other related policies:	Safeguarding; Behaviour; Code of Conduct; E-safety; Health and Safety; Whistleblowing; Safer Recruitment
Policy owner:	Helen Beattie, Trust Safeguarding Lead
Policy model:	
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REAch2 Safeguarding and Child Protection policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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1. Introduction

Beccles Primary Academy believes it can benefit greatly from members of the local community who are willing to provide support to the school on a voluntary and non-paid basis, providing that this is carried out in a planned and well maintained way.

Volunteers are a welcomed resource who are able to provide a varying degree of skills and experience to support both our teaching and non-teaching teams.

For the purpose of this policy a volunteer is: someone who is willing to give their time freely to the school without any financial gain.

We also value the opportunity to offer students high quality work experience placements to shape the childcare and education workforce of the future. Any student taken on a paid apprenticeship scheme is treated as a paid employee.

For the purpose of this policy a student is: someone enrolled at a school or further education establishment that is looking for an unpaid work experience placement as part of their education requirements.

Whilst students and volunteers provide great benefits to our academy and local community they also take up resources and require equal investment from us as an academy. As such the recruitment and placement of students and volunteers should be carefully considered, limited by the senior leadership team to a level that is appropriate to the individual academy and its resources, and planned so that it does not negatively impact on the care and education of our pupils or the wellbeing of our staffing team.

1.1 Purpose

- ❖ To set out the approach that REACh2 academies should use when recruiting and using students & volunteers within their school
- ❖ To provide students & volunteers with clear guidelines around recruitment, induction and expectation while they are within the school
- ❖ To ensure that the highest standards of safeguarding are maintained for the pupils

1.2 Categories of Volunteers: (this list is not exhaustive)

- ❖ A member of the governing body
- ❖ Parents/Carers/Guardians who supports on a regular basis or on a one-off occasion
- ❖ Members of the public
- ❖ Ex-staff members
- ❖ Members of the local Parent Liaison committee

1.3 Types of activities that may be undertaken by a volunteer:

- ❖ Supporting on trips
- ❖ Supporting in the classroom
- ❖ Running or supporting school based events before/during/after school
- ❖ Supporting in the school office

A volunteer should not replace the role of a paid employee in the school.

1.4 Categories of Students: (this list is not exhaustive)

- ❖ Under-16 secondary school pupils on a work experience placement (one off/ infrequent placement, not eligible for a DBS check, requiring supervision by someone in regulated activity, student not participating in regulated activity)
- ❖ Post-16 students on a short term one off placement (could be DBS checked but length of time of placement will not allow the student sufficient time to display competence to work unsupervised –

should always supervised by someone in regulated activity, student not participating in regulated activity themselves)

- ❖ Childcare or teaching students post-16 on long term placement (DBS required before start date usually completed by the FE provider, students may work in regulated activity and/ or be counted in staffing ratios unsupervised if they display the competence and capability to do so)

1.5 Types of activities that may be undertaken by a student not participating in regulated activity:

- ❖ Observing and assisting another designated member of staff in regulated activity

1.6 Types of activities that may be undertaken by a student who has had safer recruitment checks and has demonstrated competence to participate in regulated activity:

- ❖ Observing and assisting another designated member of staff in regulated activity
- ❖ Planning and carrying out lessons or activities as part of their course
- ❖ Working with small groups of children to give additional support
- ❖ Any other role covered in their course that their mentor is satisfied that they are competent to carry out

2. Recruitment of students/volunteers

2.1 Process of recruitment

- ❖ The recruitment of all students/volunteers must be undertaken by the Headteacher or other delegated person e.g. Volunteer Co-Ordinator
- ❖ For anyone who wishes to take up a student placement or volunteer in school on a regular basis they must complete a student/volunteer application form (Appendix 1) which can be requested at the school office.
- ❖ If the Headteacher or delegated person believe an individual is suitable to be a student or volunteer, then an informal interview should be conducted to establish an individual's suitability and what they are able to offer to the school.
- ❖ Following the informal interview, the following checks should be completed prior to the individual being allowed to work/volunteer in school:
 - Provided photo ID and proof of address
 - Enhanced Disclosure and Barring check (DBS) If the individual will be in regulated activity, this will also include a Child Barred List check. In the case of students this should be completed by the current FE provider
 - Receipt of one satisfactory reference – this should be from either current or most recent employer, a professional in the community or a friend, and should not be from family members
 - Childcare Disqualification Declaration
 - If the role includes the transportation of children then evidence must be provided that they have the appropriate driving license (disclosing any driving offenses/accidents), insurance and MOT (if using own vehicles)

N.B. this process will not be applicable if the student's provider can already provide proof of safer recruitment.

An individual file will be created for each student/volunteer and securely stored by the school. Only information that is relevant will be kept by the school. All students/volunteers will also be entered and maintained on the schools Single Central Record where required by statutory regulations.

2.2 Student/Volunteers agreement

All students and volunteers will be asked to agree and sign the Academy's Student/Volunteer Code of Conduct (Appendix 4) This is a non-legal agreement between the school and the student/volunteer outlining what both parties can expect. At any time, the agreement can be terminated by either party, without prior notice. The agreement will identify the following;

- ❖ Individual role

- ❖ The frequency, including dates/times
- ❖ Expectations of how they conduct themselves within school
- ❖ Confidentiality requirements
- ❖ Training requirements
- ❖ Who will supervise/support the individual
- ❖ Adherence to the Academy's policies and procedures

N.B. this agreement is not necessary if the student's provider already has a similar process in place.

2.3 Induction and training

All students and volunteers must receive an induction into the school, prior to being allowed in school, which will include:

- ❖ Introduction to the school – who is who?
- ❖ Explaining the Academy's safeguarding procedures
- ❖ Sharing the following policies, and explaining how they are expected to be put into practice:
 - Safeguarding and Child Protection Policy
 - Whistleblowing Policy
 - Volunteers' Policy
 - Health and Safety Policy
 - E-Safety Policy
 - Behaviour Policy

Training must be updated regularly to ensure that the student/volunteer remain up to date with developments within school. A record of all training offered and undertaken by students/volunteers must be maintained by the school.

3. Supervision

Each student/volunteer will be allocated a supervisor to provide them with support. The supervisor will be in regular contact to review the agreed arrangements. The student/volunteer may be allocated to work with a different member of staff to their supervisor, i.e. a class teacher, and they should follow all reasonable requests and instructions from this person. If the student/volunteer would like to discuss any changes to the agreed arrangements, or if there are any issues with any aspect of their work, they are expected to discuss them with their supervisor.

4. Confidentiality

- ❖ Students/Volunteers may become aware of confidential information relating to the school, its employees, pupils, parents, carers, guardians, and other stake holders. This information must not be shared with any individual unless there is a concern regarding a person's safety or wellbeing, and then this must be to the appropriate people and in line with school policies. Students/Volunteers must not repeat any confidential information without the permission of the data holder. Students/Volunteers must not discuss individual pupils with any person outside of school, which includes their parents or carers.
- ❖ Students/Volunteers must not speak to the media or press regarding the school or on behalf of the school unless explicitly directed by the Headteacher or other designated person.

5. Working in school

- ❖ Each time a student/volunteer attends school they must sign in and out to the school premises at the start and end of each session in accordance with the academy's visitor process.
- ❖ Students/Volunteers will be deployed throughout the school depending on where there is need and in line with their agreement and/or course content.

- ❖ All students/volunteers are expected at all times to abide with their student's/volunteer's agreement or course agreement, and with the school's policies and procedures.
- ❖ With prior agreement from the Headteacher or other designated person, students/volunteers are allowed to use the staff room and break facilities if they are working over a break period

6. Continued suitability

- ❖ The school must evidence that an individual continues to be suitable to work or volunteer within school. This will be done by:
 - Regular meetings with the Headteacher/designated member of staff to review the work undertaken
 - Annual Disqualification Declaration checks
- ❖ If an individual does not work or volunteer within school for a period of longer than 3 months, then they will be removed from the academy's student/volunteer register. With the school's approval, the student/volunteer can request to re-start their duties, which will involve all vetting checks being re-done, including DBS.

Student/Volunteer Application Form**Personal Details**

Last name and title:	First name(s):
Previous names:	Date of birth:
Home telephone number:	Mobile:
Email address:	
Current address, and addresses for last 5 years:	
Have you spent more than 6 months outside of the UK in the last 10 years? If yes, what was the reason for this time away?	
Relevant skills, training, qualifications or job history if applicable:	
If you currently in education and are applying for a student/volunteer placement please give the details of: the course provider, a brief description of the course content, what you are looking to cover during your placement and the start and end times of the placement:	
Do you have any children or relatives that attend/work at the school? If yes, please provide their full name/s	

Other information in support of this application:	
<i>Please give the name and contact details of 2 referees who has known you for at least 2 years. If possible 1 reference should be provided by your current or most recent employer. The other should be someone who knows you in a professional capacity, not a friend or relative.</i>	
Referee name:	Referee name:
Address:	Address:
Position:	Position:
Telephone:	Telephone:
Email:	Email:
Health - do you have any health problems or disability of which we should be aware? Please delete as appropriate: Yes / No If Yes, please give details:	
<p>REAch2 is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, students and volunteers to share this commitment.</p> <p>The school requires all students/volunteers to complete a self-declaration of criminal record. A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Disclosure will be required if they will be undertaking Regulated Activity. Students/Volunteers not undertaking Regulated Activity may be required to have a satisfactory DBS disclosure.</p> <p>Do you have any criminal convictions or any pending? Yes / No (please delete as appropriate)</p> <p>If yes please provide details in a sealed envelope with this application (a prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application)</p>	
<p>It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.</p> <p>Data Protection Act 1998</p> <p>I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.</p>	
Signature:	Date:

STUDENT/VOLUNTEER REFERENCE

Referee information	
Name:	
Address:	
Telephone number:	
Email address:	

N.B. the above information is required in the event of further information being needed to supplement this reference.

Volunteer candidate information	
Name:	
Student/Volunteer position:	
School:	

Please state how long you have known this person, and in what capacity (N.B. references from family members are not permitted)

Please comment on the following areas based on your knowledge of this person:	
Ability to follow instructions	
Reliability	
Working with and/or relating to children	

Discretion and confidentiality	
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Do you have any concerns for this person working with children? If yes, please state reasons below; if no, please state 'no concerns'.

Thank you. Please return your completed reference by post or via email using the details stated below:

FAO MS Tina Wilson
Beccles Primary Academy
Ellogh Road
Beccles NR34 7AB

Office@becclesprimaryacademy.org

Student/Volunteer Agreement

Volunteers are an important and valued part of our school. We hope that you enjoy volunteering with us and feel a full part of our school community.

This agreement tells you, in brief, what you can expect from the school and what the school would like from you, as follows:

<p>This document sets out the agreement between the named person and the academy for student/voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.</p>	
<p>Name of Student/Volunteer:</p>	
<p>Agreed start date, frequency/duration, general area(s) of work: <i>(attach role profile)</i></p>	
<p>Induction by:</p>	
<p>School Link Person:</p>	
<p>Headteacher Signature: _____ Date: _____</p> <p>Volunteer Signature: _____ Date: _____</p>	

Student/Volunteers' Code of Conduct

Thank you for offering to assist at our school.

We value the contribution you can make to our pupils' learning. This Code of Conduct sets out the guidelines that we expect all of our students/volunteers to follow. Please read through them carefully before signing at the end to say you understand and agree to abide by the Code, then return the signed copy to the school office for our records. We will take a photocopy to give back to you.

Students/Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

1. Supervision

1.1 You should be supervised by a member of staff at all times when working with pupils unless you have obtained a valid enhanced DBS (Disclosure and Barring Service) check with Children's Barred List Check. Never work alone in a closed room with one pupil.

1.2 You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.

1.3 Parents or relatives of pupils will normally be asked to work in a class other than that attended by their child or relative. If, however, a parent or relative does assist in the class of their child or relative and a conflict of interest arises, e.g. giving undue attention and support to your own child/relative, or using the time to discuss their progress with the class teacher, then the school has the right to ask the individual to reconsider their offer, or to terminate the student/volunteering agreement.

2. Professional Relationships

2.1 At all times you should maintain a professional relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.

2.2 Permission should be sought from a pupil before physical contact is made. Even if you know some of the pupils very well you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.

2.3 Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle.

2.4 Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as sexually suggestive or provocative. Students/Volunteers are in a position of trust with children and young people under 18 at the school and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.

2.5 Students/Volunteers should use the staff toilet, and never use the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male students/volunteers should use a cubicle when using public toilets.

2.6 If a pupil tells you something or you see something that concerns you this should be reported to the class teacher or your designated supervisor immediately. If you feel what has been disclosed and/or

witnessed is of a safeguarding nature which may be putting a pupil's welfare at risk, then this should be reported to:

- a. Headteacher – Heather Thorne or
- b. Pupil Pastoral and Welfare Lead – Reece Garrood

Remember that you must not try to investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.

2.7 Behaviour management of pupils is the responsibility of members of school staff and should not involve students/volunteers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.

2.8 You should act appropriately towards all pupils, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with your supervisor, or directly with the Headteacher.

2.9 If you have any concerns about following this guidance, or you are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to the class teacher you are working with in the first instance.

3. Setting an example

All students/volunteers at our school should be positive role models to pupils, so we expect you to:

3.1 Dress appropriately for the school setting and the tasks and role you will undertake.

3.2 Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.

3.3 Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom.

3.4 Never smoke in the school building or grounds as it is strictly prohibited to do so.

3.5 Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.

3.6 Promote and follow the classroom rules.

3.7 Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip'/ sharing of information about staff, parents or pupils.

3.8 Never be under the influence of drugs or alcohol when in school.

4. Use of mobile phones, cameras and computers

4.1 Use of personal IT devices and mobile phones whilst in school is prohibited, except under exceptional circumstances where the prior agreement of the Headteacher or other designated person has been obtained. If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office. Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.

4.2 The school's ICT equipment and mobile phones may only be used in accordance with the school's Acceptable Use of ICT and Mobile Phones Policy and should normally be used for school purposes only.

4.3 The school's photographic and video equipment may only be used by students/volunteers with the prior approval of Headteacher or other designated person.

5. Gifts and rewards

Personal gifts must not be given to pupils, nor should you give pupils any rewards not covered by the school behaviour policy. Students/Volunteers must not accept gifts from pupils (other than small tokens at Christmas or as a 'thank you') without first seeking permission in writing from a member of the Senior Leadership Team.

6. Transporting pupils

6.1 If you are asked, and agree, to transport children to an event or other location in your own vehicle you should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. Insurance must be for business use and a copy of this must be provided to the school office in advance of the trip. All passengers must wear seat belts and car seats must be used for children in accordance with current legislation (including the requirement that children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first)

6.2 The academy will ensure appropriate supervision for pupils whilst being transported; as a minimum, there must be one additional adult as well as the driver to ensure pupils are safely supervised.

6.3 It is not inappropriate for adults to offer lifts to a child or young person outside their normal duties, unless this has been brought to the attention of the Headteacher or other designated person and has been agreed with the parents/carers.

7. Safety procedures

7.1 Students/Volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed throughout the school building. In the event of the alarm sounding, all students/volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils.

Our main fire assembly point is outside on the playground.

7.2 It is imperative that you sign in and out of the school premises as directed by the Academy. This helps us maintain an accurate list of the people on the school premises in the event of a fire.

7.3 Please obtain a visitor's badge from the school office upon your arrival, regardless of how well known you are to the pupils. Please remember to return the visitor's badge before you leave.

7.4 Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times.

8. Educational Trips and outings

8.1 Students/Volunteers who are accompanying pupils on educational trips or outings must be approved by the school and be subject to the normal checks and arrangements as outlined in the school's Educational Visits policy. Students/Volunteers who are working with children on a school trip overnight between the hours of 2am and 6am, who may have face-to-face contact with a child, must have a valid enhanced DBS check with Children's Barred List check.

8.2 Students/Volunteers should take particular care when supervising children and young people on trips and outings, where the setting may be less formal than the school environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

9. Medical issues

9.1 The class teacher you are supporting or your supervisor should inform you of any pupils who have relevant medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.

9.2 If a pupil requires medical attention inform a member of staff immediately, who will get a qualified first aider to attend to the pupil. Untrained students/volunteers should not administer first aid except in an emergency.

10. If you are unable to attend

If you are due to help in school, but are unable to do so because of illness or personal circumstances, please inform the school by ringing 01502 7613281 as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our staff adjust their plans if they know your support is unavailable.

11. Confidentiality

All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of school either directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in school, e.g. on Facebook or via email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with the class teacher or the Headteacher if they require further information.

12. Breaches to this Code

12.1 If the Headteacher believes that any of the above guidance and expectations has been breached, then it is at their discretion to instruct the individual to cease attending the school as a student/volunteer.

12.2 We want all the people who work within our school to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our school site. If the Headteacher is concerned that events in your private life may affect the reputation of the school and/or impact on the effectiveness and safety of those who work and attend our school, he/she will instruct you to cease your support as a student/volunteer.

13. Policies

Upon agreeing and signing this 'Code of Conduct', you are agreeing to adhere to all the school's policies and procedures. A list of policies you will need to read and sign prior to beginning work in the school can be found in the student/volunteer policy. Further details about relevant policies can be found at the main office, on the school website or by speaking to your supervisor.

14. Safeguarding training

Those students/volunteers that require an enhanced DBS check and meet the 'frequency and intensity' test will also need to attend school safeguarding training prior to starting work in school, and then attend subsequent updates on an annual basis.

Name:

I have read and understood the contents of the 'Students/Volunteers Code of Conduct'. I agree to abide by the procedures and expectations for students/volunteers that are set out in this code.

Signed:

Date: