



# Students & Volunteers Policy

<b>Date of last review:</b>	2022	<b>Review period:</b>	3 Years
<b>Date of next review:</b>	2025	<b>Written by:</b>	Jo Kehoe
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Finance & Resources
<b>Signature:</b>			

## 1. Introduction and aims

We believe that students and volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We welcome supporting students in their developmental journey of working with children and young people.

We are committed to supporting students to gain valuable experience and using volunteers in a way that supports the school's strategic aims and vision, as well as supporting their own development.

The aim of the policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that students and volunteers support the school's vision and values, and adhere to our policies.
- Ensure that students are supported in line with expectations of their settings.
- Provide staff, students, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing students and volunteers.

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, *Keeping Children Safe in Education*.

### 2a. Placement of students and volunteers:

- Students will either be placed with a relevant pathway or class, in accordance with the request from their course or at their own request e.g., work experience
- Consideration of an appropriate placement will depend upon expected outcomes, relevant pupil need/ability and capacity within the school at that time.

### 2b. Placement of volunteers:

At WFS volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific pathways or curriculum areas

Other relevant activities as requested by the volunteer or WFS will be considered.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

### 3. How to apply to work as a student or volunteer

Students and volunteers can apply for a position through email to the office (office@wfs.worcs.sch.uk), this will then be considered by the Headteacher. All placement requests will be given fair and equal consideration. Acceptance of a placement will depend upon pupil need and staffing capacity to support the student/volunteer in their development and in having a successful placement.

### 4. Appointments, placements and induction of students and volunteers

All appointments and placements are agreed by the headteacher;

At WFS, students will follow induction led by Jo Kehoe and volunteers by Wendy Hill. The class teacher will then take the role in supporting and directing the students. Induction will include information about the class group(s) the student/volunteer will be working with i.e. age, SEND, etc., safeguarding and general expectations. The Safeguarding Policy & Code of Conduct Staff Handbook will also be shared.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks.

The headteacher reserves the right to terminate a placement at any time.

### 5. Safeguarding

Safeguarding our pupils is of paramount importance, and our students and volunteers must share our commitment to child protection. At all times we will endeavor to ensure that we are upholding our responsibility to keep our pupils safe.

Where students and volunteers have not had an enhanced DBS, they will wear a red lanyard and be accompanied by a member of staff, at all times within the school building. A risk assessment will be carried out and agreed with the student/volunteer. This will further clarify activities that they can and cannot be involved in i.e., being left alone with a pupil, manual handling and personal care.

As part of the induction meeting, safeguarding expectations will be made clear to the students and volunteers. They will be expected to read our Safeguarding Policy and Code of Conduct and Staff Handbook.

### 6. Confidentiality

Information about pupils, parents and staff is confidential. Students and volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. They will be expected to follow of Data Protection guidelines and be aware of who to contact should they inadvertently share any personal information regarding staff or pupils (*WFS Personal Data Breach Protocol*.)

If students or volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy and only discuss their concerns with the headteacher.

If concerns relate to safeguarding, students and volunteers must follow the guidance in our safeguarding policy and inform the designated safeguarding lead or deputies.

### 7. Conduct of volunteers

Students and volunteers must comply with the WFS Code of Conduct and Staff Handbook that details expectations of all staff in school including:

- Times of day
- Personal conduct
- Concerns regarding Safeguarding and/or staff
- Use of mobile phones, IT and safe internet use
- Dress code
- Behaviour
- Health & Safety

## **8. Insurance**

The school's insurance policy covers students and volunteers in the event of an accident or emergency.

## **9. Data protection and record keeping**

The WFS Privacy Notice – Workforce (including students and volunteers) explains what information we collect and why we collect it.

We will retain records relating to students and volunteers in line with our records retention schedule

## **10. Monitoring and review**

This policy has been approved by the governing body and will be reviewed every three years.