



# **Student, Work Placement & Volunteer Policy**

<b>Policy Lead:</b>	<b>Principal</b>
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## 1. Introduction and Aims

We believe that students, work placements 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 are committed to using students, work placements and volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the St John's C of E Academy Student, Work Placement and Volunteer 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, work placements and volunteers support the school's vision and values, and adhere to our policies
- Provide staff, students, work placements, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing students, work placements and volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2. How we use students, work placements or volunteers

At St John's C of E Academy students, work placements and volunteers may:

- Listen to children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Students, work placements and volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

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 be a student, work placement or volunteer

- By emailing a named member of staff, or the main school office email
- Approaching a member of the Senior Leadership Team

### 4. Appointment of student, work placement and volunteers

Students, work placements and volunteers are appointed by Miss Carlton.

Appointment and induction of new students, work placements and volunteers can take 4 weeks and is dependent on the candidate and available spaces within the school.

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

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

Enhanced DBS checks for students, work placement and volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

### 5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on students, work placements and volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all students, work placement and volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require students, work placement and volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - ❖ Safeguarding
  - ❖ Use of mobile phones
  - ❖ ICT and internet acceptable use

- ❖ Online safety
- ❖ Behaviour
- Ensure that students, work placements and volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a students, work placements and volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - ❖ The nature of the work they will be doing
  - ❖ What we know about them
  - ❖ References from employers or other voluntary roles
  - ❖ Whether the role is eligible for an enhanced DBS check
- The details of students, work placements and volunteers will be added to the single central record (SCR)

## 6. Induction and training

- Read and sign this document.
- Read policies and documentation as directed by the Principal.

Students, work placements and volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Principal, or the appropriate member of staff.

**All students, work placements and volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the students, work placements or volunteers will be doing.

## 7. Confidentiality

Information about pupils, parents and staff is confidential. Students, work placements or volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If a student, work placement or volunteer has concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent students, work placements or volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, students, work placements or volunteers must follow the guidance in the SNMAT Child protection and safeguarding policy] and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, students, work placements or volunteers must follow the guidance in our whistle-blowing policy.

## 8. Conduct of students, work placements or volunteers

### Conduct of volunteers

Students, work placements or volunteers must comply with the [staff code of conduct/the code of conduct set out in appendix 2 of this policy].

## 9. Insurance

The school's insurance policy does cover students, work placements or volunteers in the event of an accident or emergency.

If a student, work placement or volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## 10. Data protection and record keeping

Our privacy notice for students, work placements or volunteers explains what personal information we collect about them and why we collect it.

We will:

- Retain records relating to students, work placements or volunteers in line with our records retention schedule
- Remove details of students, work placements or volunteers from the single central record (SCR) once they no longer work at our school

## 11. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

## 12. Links to other policies

This student, work placement and volunteering policy is linked to our:

- SNMAT Child protection & Safeguarding Policy
- Staff Code of Conduct

## Appendix 2: code of conduct for students, work placements or volunteers

# CODE OF CONDUCT FOR STUDENTS, WORK PLACEMENTS AND VOLUNTEERS

By signing this form, students, work placements and volunteers agree to the following:

## 1. School rules and policies

- 1.1. Students, work placements and volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child protection
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Mobile phones
  - 1.1.5. Data protection
  - 1.1.6. Health and safety
  - 1.1.7. Equality
  - 1.1.8. Whistle-blowing
  - 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

## 2. Professional conduct

- 2.1. Students, work placements and volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Alison Carlton.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Students, work placements and volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Students, work placements and volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Students, work placements and volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". Please refer to the SNMAT Gift Policy.
- 2.5. Students, work placements and volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break

times). They may not use their time as a volunteer to discuss their child's education with school staff.

- 2.7. If a student, work placement or volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

- 3.1. Students, work placements and volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If a student, work placement or volunteer has concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Gez Rizzo and the deputies are Kevin Houghton, Katie Thackery and Claire Haynes.
- 3.3. Students, work placements and volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, students, work placements and volunteers should ask for a pupil's consent before touching them.
- 3.4. Students, work placements and volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Students, work placements and volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### **4. Health and safety**

- 4.1. Students, work placements and volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Students, work placements and volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Students, work placements and volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

### **5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Students, work placements and volunteers shouldn't discuss pupils with parents or other children. If parents approach students, work placements and volunteers for information, they should be directed to speak to a class teacher or the Principal.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

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**Student, Work Placement or Volunteer Full Name**

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**Student, Work Placement or Volunteer Signature**

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Date