



**Greenfield Primary School
VOLUNTEER AND WORK EXPERIENCE
POLICY**

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1. Volunteers

Volunteers at Greenfield Primary School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Parents and relatives of pupils
- Ex-pupils
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit, or on a more regular basis, e.g. hearing children read, should approach the School Business Manager (SBM) directly to discuss their availability and their skills.

Volunteer Induction

All volunteers in school will receive induction from the Head of School who manages volunteers in school.

The Code of Conduct, Safeguarding and other policies are issued, expectations and procedures are made clear and guidelines are given.

The Designated Safeguarding Lead (DSL) or in their absence, the Deputy (DDSL) will carry out Safeguarding induction. The induction will be the same for volunteers as it is for new staff.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher in a professional manner and not with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head of School.

Supervision

All volunteers 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 should have 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 regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health and Safety Policy and this is provided to Volunteers as part of their induction. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using Design Technology equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Head teacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy.
- To ensure the safety of our pupils at all times, all of our volunteers must undertake a Disclosure Barring Service (DBS) check.*
- All Volunteers will apply to the school and the school will carry out Safer Recruitment procedures including 2 relevant references*, before a volunteer place is offered.

*Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. The Class Teacher will ensure that these volunteers are kept under **constant supervision** of school staff. Such Volunteers will be restricted to Parent volunteers only.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head teacher for investigation. The Head teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Code of Conduct.
- Offer an alternative placement for a volunteer, e.g. helping with another activity in another class.
- Inform the volunteer that the school no longer wishes to use them.

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Greenfield Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at Greenfield.

2. Work Experience

Information Prior to acceptance

It is the responsibility of the Head teacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

Work Experience agreement

Students will be expected to sign the work experience agreement (Appendix A).

First Day Induction

It is the responsibility of the Head teacher to ensure that any student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff:

- Behaviour Management
- Safeguarding
- Code of Conduct
- Confidentiality
- Dress Code
- Fire / Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety
- Use of mobile phones

The induction process (Appendix B) will follow:

- General housekeeping and provision of policy and guidance documents – School Business Manager
- Safeguarding induction – Head teacher
- Fire training and Health and Safety – Site Manager

Supervision

The student will be allocated a class or classes and the class teacher will be responsible for the supervision of that person. It is important that the teacher ensures that the student keeps within the guidelines that the school will give them. If the student is working in more than one class they will be provided with a timetable.

Confidentiality

During time spent at Greenfield students will be advised that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

Signing in

Students must sign in at the Visitor pod each day on arrival and departure.

What students should do while on work experience

As far as possible students will undertake real tasks to give an idea of the work carried out by teaching staff. They will be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum. Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate.

What classroom teachers should do

Teachers will take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are;

- never placed in a situation whereby their own safety or that of pupils may be comprised
- never left to work alone with pupils out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

Student Restrictions

While on work experience there are limitations to the type of work that students can experience whilst on their work experience with the school.

Students must;

- never put themselves in a position where they are left alone unsupervised with pupils
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the school environment
- take mobile phones or electronic devices into teaching areas

Liability:

Greenfield 's public liability insurance policy covers those conducting voluntary work.

Equal Opportunities

All students wishing to carry out their work experience within Greenfield will be given equal consideration in line with our Equal Opportunities policy.

Financial Implications

Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

Complaints / Concerns

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Head teacher who will then make contact with the student's work experience co-ordinator.

APPENDIX A

WORK EXPERIENCE AGREEMENT

Student name:	
D.O.B	
Address:	
Tel no:	
Next of kin:	
Contact no:	
Medical conditions:	
Medication taken:	

Start date:	
End date:	
Hours:	

School/College:	
Address:	
School/College contact name:	
School/College contact number:	
School/College Visit:	

Placement description

You will be based in the school classrooms, working with school staff to support children with their learning activities in the classroom. You will work with teachers to make sure pupils enjoy learning in a safe and caring setting.

This may include:

- getting the classroom ready for lessons
- listening to children read, reading to them or telling them stories
- helping children with learning activities
- helping children who need extra support to complete tasks
- clearing away materials and equipment after lessons
- helping with outings and sports events

At no time will you be left on the premises alone and will be supervised at all times.

Responsibilities during the placement

Behaviour

You will be expected to be courteous and respectful to staff and pupils during your placement.

Confidentiality

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Students should not discuss information regarding any member of staff or pupil outside of this placement. This includes the use of social media sites to comment about the placement or staff and pupils at Greenfield.

Mobile phones and portable devices

For reasons of safety and security, students should not use their mobile phone or any other technology in a manner that is likely to bring the school into disrepute or risk the welfare of a child or young person. Phones and devices should be left with personal belongings during school time, in the school office away from the classroom and areas used by children.

Access to computers, iPads and Netbooks will be under the supervision of the class teacher and subject to the school's Online Safety and Authorised Acceptable use policies.

Students must not enter areas designated as off limits or interfere with equipment also considered off limits as identified by the school during the induction process.

Clothing

Clothing should be sensible, smart casual with no high heels, minimal jewellery, no dangly earrings.

Hours of work

8.50am to 3.20/30pm (or otherwise agreed with the college).

You will be expected to arrive no later than 8.45am ready to start at 8.50am. Lunch takes place from 12 – 1pm with a morning break between 10.30 and 11am. If you are unable to attend on any day, for example through illness, you should ring the school office on 0116 2773584 before 8.45am.

The number of hours worked by the student will not exceed 32.5 per week. Students are to remain on the premises throughout the working day.

Transport and Lunch

You will be responsible for making your own arrangements for transport and lunch.

Health and Safety

You must: -

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately to your teacher supervisor to be recorded in the school accident records
- advise the school of any medical condition and medication you take for this condition (this information will be treated in the strictest confidence)

You must not: -

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Greenfield Primary School will take reasonable care of your Health and Safety under this agreement. A Young Person’s Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

Documents

You will be provided with the following documents*:

- Safeguarding policy
- Code of Conduct
- Staff guide
- Overarching Behaviour Policy

**This list is not exhaustive and may be updated to reflect changes to policies.*

Any student found to be breaching this agreement or associated policies may be asked to leave the school.

Signed.....

Student.....

Signed.....

Head teacher.....

Date.....

APPENDIX B

INDUCTION CHECKLIST FOR WORK EXPERIENCE/PLACEMENT STUDENTS

Item	Date	Staff initials
DSL - Safeguarding procedures		
Documents and policies		
Fire drills and procedures, tour of school		
Where to store personal belongings		
Location of toilets		
Mobile phones		
Absence reporting procedure		
Signing in and signing out procedure		
First aid procedures		
Allocation of class and teacher supervisor		

Version	Date	Comment
V1	Date created: 6/5/22 Review date: May 2025	A Gordon