

St John's CE Primary

Student and Volunteer policy



“Use your God-given gifts to serve others” 1 Peter 4:10

Ratified by Curriculum Committee: Autumn 2024

Mr D Ricketts (Chair of Governors)

Mrs N Hedges (Head Teacher)

Policy to be reviewed: Autumn 2027

All different, all equal, all growing together.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

1. Introduction

St John's school believes that we are 'all different, all equal, all growing together'. We extend this to the families and members of the local community. Because of this, we see developing active engagement by parents, local adults and young people through voluntary roles and student placements as a way to improve the opportunities for future employment in the community, whilst also enhancing the learning opportunities of all children at St John's School. St John's School believes that volunteers and students are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

2. Aims

The aim of this policy is to establish expectations for both staff, students and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

3. Categories of Volunteers

3.1 Volunteers could include any of the following (this list is not exhaustive):

- " Members of the Governing Body
- " Parents, carers, guardians, elder siblings or Grandparents of Pupils
- " Students on Work Experience or Placement
- " University Students
- " Ex-members of staff
- " Local residents
- " Volunteer drivers for trips or sporting fixtures
- " Staff family members or friends

4. Types of Activities

4.1 Activities in which volunteers may be engaged in could include any of the following:

- " Hearing children read
- " Working with small groups of children
- " Working alongside individual children
- " Undertaking art and craft activities with small groups of children
- " Working with children on computers
- " Preparing resources for a future lesson
- " Accompanying school visits
- " Escorting children on local walks
- " Running or assisting with an after-school club
- " Fund raising activities such as running a cake stall or Summer Fayre
- " Interviewing children on a governor visit.

5. Becoming a Volunteer

5.1 Anyone wishing to work as a volunteer, who will be in school on a regular basis or a one-off occasion completing a work placement, should request a Volunteer Application Form. This can be from the school office or sent via email. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college). If not, the cost is met by the school. The volunteer will also be required to provide a reference from someone they have worked with or volunteered for before. If they have not had previous employment, the reference can be from someone who knows them well but cannot be a family member.

5.2 A member of the Senior Leadership Team, who is Safer Recruitment trained, will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation (appendix X). An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer.

5.3 safeguarding checks, in addition to the DBS, will be made. These will depend on the age of the student and if any additional vetting checks have been made by an educational establishment (see below). A list of the checks can be found in appendix X)

5.3 The exceptions to this are:

o Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at St John's School. A vetting check letter will be required from the educational establishment to confirm this. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.

o One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. A risk assessment is completed for these volunteers and they must be supervised by a member of staff who is employed by St John's at all times.

o If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

6. Expectations from the volunteers and from school

6.1 St John's School is a special place. Our ethos is summed up in our school code, The Golden Rule: Treat others as you want to be treated. Love for our neighbour, (or fellow human being) is at the heart of all that we do. Therefore, we have expectations which our volunteers should expect from school and in return, have clear expectations from our volunteers.

6.2 Volunteers in school should expect to:

" be recognised for their valuable contribution to the learning experience for the children they support

" be assigned worthwhile tasks

" have access to any school policies or procedures that are relevant to their role

" have access to any training that is necessary for the success of their activities

" claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

6.3 School expects all volunteers to:

" Adhere to the school's Christian values, and to promote the Golden Rule 'Treat others how you wish to be treated'.

- " Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- " Adhere to the school's Dress Code.
- " Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy, ICT Acceptable Use, Social Media Policy and Staff Conduct Policy.
- " Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education Part 1 and Annex B (Latest version).
- " Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately (no jeans).
- " Refer any behavioural or safeguarding concerns to the class teacher.
- " Advise school as soon as possible when it is not possible to attend.
- " Annually disclose any information of a criminal nature.

7. Safeguarding Induction

7.1 All volunteers working regularly in school must undertake a safeguarding induction before commencing their voluntary role, to include procedures for Health and Safety, Safeguarding and Child Protection and Prevent.

7.2 All volunteers are required to read Keeping Children Safe in Education Part 1 and Annex B (Latest version) and the volunteer policy before starting a placement. This can be emailed to candidates or hard copies made available.

8. Information on the Role of a Volunteer

8.1 All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day to day routines of the school, and advice on protocol and practices in school.

8.2 Volunteers should also have access to the following policies which are all available from the school office.

- " Health and Safety Policy
- " Confidentiality Policy
- " GDPR Data Protection Policy
- " Safeguarding & Child Protection Policy

- " Equality Policy
- " Behaviour Policy
- " Internet Safety Policy
- " Social Media Policy
- " Evacuation and Lockdown policy

8.3 All volunteers will have an induction interview where they will be shown the folder and made aware of where it is kept. Key information from each policy will be discussed. The volunteer will be given a copy of the safeguarding policy. The minutes from this meeting will be signed and kept in the volunteer's file.

9. Security

9.1 All volunteers must sign in and out and wear a visitor badge for the duration of their volunteering session with an orange lanyard.

10. Internet use and social networking

10.1 Volunteers are expected to behave in an ethical and lawful manner about the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding the role at this school or any activities which may bring the school into disrepute and / or may cause us to question candidate's suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or decide to meet outside of school.

11. Absence

11.1 Volunteers are required to inform the school, before 8.00 a.m., if they are unable to attend when they are expected. If volunteers are called away in the event of an emergency while volunteering, they must let the class teacher / office know before leaving the premises. This will be monitored by SLT. In the case of a student on placement, if there are issues with attendance, this will be followed up with the student's tutor.

12. Confidentiality

12.1 Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data

Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers MUST pass information to the headteacher or class teacher. These include incidents where the child is bullied or when a child discloses, he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher or DSL as soon as possible.

12.2 Volunteer's files will be held securely on school site while the volunteer is on placement. They will be securely disposed of once the placement has ended. Names, contact email and details of the placement (time, year group, qualification) will be kept on file for the purpose of completing future references.

13. Equal Opportunities

13.1 At St John's, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

14. Complaints Procedure

14.1 Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher for investigation.

14.2 The Headteacher reserves the right to take the following action:

" To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated

" Offer an alternative placement or activity for a volunteer

" Inform the volunteer that the placement has been withdrawn.

15 This policy will be reviewed every 3 years.

Date of next review: Autumn 2027

Appendix:

A – risk assessment

B – application forms

C – reference request form

D – interview

E – induction

F – checklist including all pre-placement checks for each role

Appendix A

RISK ASSESSMENT ***Volunteers and Students***

ESTABLISHMENT: St John's CE Primary School **DATE:** 1.10.24

Specified nature of activity and environment/venue: Volunteers and Students

Hazard List significant hazards which may result in serious harm or affect several people.	Who might be harmed? List groups of people who are especially at risk from the significant hazards identified.	Is the risk adequately controlled? List existing controls or note where the information may be found. (eg information instruction training, systems or procedures)	What further action is needed to control the risk? List the risks which are adequately controlled and proposed action where it is reasonably practicable to do more.
Unsupervised contact with students	Pupils or volunteer	<ul style="list-style-type: none">• Safer recruitment trained SLT will have checked procedures in place to ensure volunteers are suited to the tasks they perform. Vetting checks from colleges for students. References sought and verified sender to ensure candidates are suitable to work with children.• Induction interview with each candidate which includes statements about not being alone with children/ being visible by others at all times/ keeping themselves safe from accusations. No student or volunteer must take children to the toilet.• Volunteers and students are not permitted to provide intimate care to students.• All volunteers will have a DBS check with barring list check.	Each volunteer or student will have a classteacher/ team to report to who will oversee their work - report to HT or Lead DSL if have concerns.

Lack of safeguarding knowledge	Pupils	<ul style="list-style-type: none"> • All volunteers are provided a copy of the school's Safeguarding policy and asked to read KCSIE part 1 • In the induction interview, all students and volunteers are asked appropriate questions around safeguarding. If answers are not inline with school practice, they are then taken through model answers for each scenario. • Safeguarding leaflet given out with school expectations on and a list of DSLs – also shown board with DSLs on • Volunteers and students are informed what to do in the event of a disclosure and who to speak to (DSL) if a concern about a child, (HT) a teacher, (CoG) the Head. • Volunteers have scenarios which include neglect and Prevent issues (which may not come from a disclosure) 	Further training can be offered if it is required
Oversight regarding risks	Pupils	<ul style="list-style-type: none"> • Induction lead will be safer recruitment trained • The individual will always work in an area which is supervised • Volunteers and students are expected to sign in and out every day. • In addition to reading the safeguarding and KCSIE, a copy of key policies are kept on file and gone through at induction. These include: health and safety, behaviour, online safety (with acceptable use), volunteer policy, social media. • Volunteers and students sign to agree to the schools' expectations of conduct. They also sign a confidentiality agreement. • Volunteers and students to wear an orange lanyard at all times so staff aware they are DBS checked but not employed by school. • Any adults who do not have a DBS are to be risk assessed and must wear a red lanyard. They are to be escorted at all times during transitions e.g. to lunch/ toilet break and must be directly supervised when working with children. 	
Allegations against students/ volunteers		<ul style="list-style-type: none"> • Allegations will be referred to the HT who will refer to LADO if meets threshold. • Where volunteers may be under 16 (work experience), contact will also be made with the DSL from their placement. • Students and volunteers sign to agree to code of conduct in their induction and 	

		have clear expectations regarding behaviour.	
Poor selection process		<ul style="list-style-type: none"> • The school will not accept 'cold call' applications for volunteer or student placements other than Year 10 work experience. • All placements must either be parents known to the school who want to return to work, or placements that have been organised through the colleges and universities that St John's has an established link with. • Year 10 applications can email school to request a place, but the place will be secured following a successful CV, reference from a school and interview. • Volunteers must fill in an application form, provide a reference and be subject to the same checks that staff are required to have, including an online check. 	

Appendix B

Application for Volunteer placement



Thank you for your interest in volunteering with us at St Johns School . Please take your time to fill in ALL sections of this form. Once completed please return this form by email or drop it in to the School office

Full name:	
Address (including postcode)	
Email address:	
Telephone number:	

Please tell us your availability (days and times)	
Do you have children who attend our school? If so please list their names and classes.	

Which age group would you prefer to work with? You can tick more than one box as we may not be able to provide you with your first choice.	Early Years (Nursery and Reception)	
	Lower school (5 – 8 yrs)	
	Upper school (8 -11 yrs)	

Why would you like to Volunteer or take on a placement at St John’s Primary?

Sign _____ Date _____

If we are able to accommodate you on a placement, you will need to go through a series of safeguarding checks, outlined on the next page. St John’s school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

To take on a placement there are certain procedures we have to follow as part of our policy:

- You will need to provide the school with a reference. This should be from someone you have worked with, volunteered with or is a tutor from your college. If you have not been in employment recently, then this can be from someone, who is not a family member, who knows you well. The school office has a form for referees to fill in.
- You need a short interview with a member of the school Leadership Team to go through our expectations, safeguarding policies and to ask you some questions about what you would like to get out of the placement. You can also discuss if you have any skills you would like to develop.
- To work in school you will need an up-to-date DBS. If you are at a college or university, you need to make an arrangement with them to apply and pay for it. If you are volunteering, the school will pay for a volunteer one for you and help you fill in the application form. You will need to provide us with 3 forms of ID - one of which needs to have your photo on and one needs your address on e.g. passport, driving licence, utility bill.
- You will also be asked to read the school’s Volunteer policy before the interview. This can be emailed or printed out for you at the office.

Student Application Form to request a placement



Thank you for your interest in carrying out a placement with us at St John's School. Please take your time to fill in ALL sections of this form. Once completed please return this form by email or drop it in to the School office.

Full name:	
Address (including postcode)	
Email address:	
Telephone number:	
What qualification have you applied to do? E.g. Level 2/ Level 3/ PGCE/ work experience	
What days or times are you looking to work for?	
Do you have children who attend our school? If so, please list their names and classes.	
Who is your placement with? (school/college/university)	
Name of tutor:	
Contact number and email for tutor:	

Which age group would you prefer to work with? You can tick more than one box as we may not be able to provide you with your first choice.	Early Years (Nursery and Reception)	
	Lower school (5 – 8 yrs)	
	Upper school (8 -11 yrs)	

Why would you like to take on a placement at St John's Primary?

Sign _____ Date _____

If we are able to accommodate you on a placement, you will need to go through a series of safeguarding checks, outlined on the next page. St John's school is committed to

safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

To take on a placement there are certain procedures we have to follow as part of our policy:

- You will need to provide the school with a reference. This should be from someone you have worked with, volunteered with or is a tutor from your college. If you have not been in employment recently, then this can be from someone, who is not a family member, who knows you well. The school office has a form for referees to fill in.
- You need a short interview with a member of the school Leadership Team to go through our expectations, safeguarding policies and to ask you some questions about what you would like to get out of the placement. You can also discuss if you have any skills you would like to develop.
- If you are 16+, you will need an up-to-date DBS. If you are at a college or university on a placement for a course, you need to make an arrangement with them to apply and pay for it. If you want to do a short work experience placement e.g. a week, you must pay for this yourself if your school/ college will not. If you are volunteering on a longer placement, the school will pay for a volunteer one for you and help you fill in the application form. You will need to provide us with 3 forms of ID - one of which needs to have your photo on and one needs your address on e.g. passport, driving licence, utility bill. If you are a student 16 – 18, you may not have all of these forms of ID. A letter from your school, on school headed paper, confirming your name, address and date of birth can be used instead of a utility bill.
- You will also be asked to read the school’s Volunteer policy before the interview. This can be emailed or printed out for you at the office.

Appendix C

REFERENCE REQUEST FORM – RECRUITING PEOPLE WHO HAVE CONTACT WITH CHILDREN AND/OR YOUNG PEOPLE IN A VOLUNTARY CAPACITY (student placements/ volunteer placements)

PRIVATE AND CONFIDENTIAL

Job Title:	Volunteer/ Student
REFEREE DETAILS	
Referee Name	
We may need to contact you to ask you any further questions. Can you supply us with a phone number or email address?:	Telephone: Email:

Please state your relationship with the volunteer:	
REFERENCE FOR:	
Applicant's Name	
How long have you known the applicant?	
With your knowledge and experience of the above person, please comment on his/her suitability to work with children.	
Do you know if the above person has any experience working with children?	
Have you any evidence or concerns that this person is not suitable for work with children? <i>If yes, please outline. Your comments will be treated in confidence.</i>	
Are there any other comments you would like to make about the applicant?	

Signed:	
Please print your name:	
Date:	

St John's school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Appendix D

Name of student: Date of interview:

Interviewer: Safer recruitment trained:

Questions about experience:

1. Why do you want a placement at St John's? (Further questioning, if relevant re: future career plans/what qualification this is for..)

2. Do you have any previous experience working with children? If so, what, where and for how long?

3. What do you enjoy most about working with children?

4. Do you have any particular skills/ areas which you interested in developing/utilising?

Questions about working in the classroom setting (Safeguarding and Prevent):

5. If a child was struggling to behave properly (hitting/ shouting/ saying unkind things) what would you do or say?

6. If a child told you something that worried you, what would you do? (e.g. X always hits me, I never eat breakfast/ I was hungry all night, I don't go to bed and I am tired, I am sad at home....)

7. If you saw a teacher do or say something that worried you, what would you do? (e.g .grabbing a child/ pulling them/being unkind/putting them in danger)

8. If a child showed you a book, or something off the internet, and it had very strong views which concerned you, what would you do?

9. Do you know who our DSLs are? If not, do you know how to find out?

10. Is there anything you would like to ask/ tell us to help you get the most out of your placement?

Appendix E

Name:	Date:	In an emergency who should we call? (Name and mobile)
Do you have any medical issues we need to be aware of e.g. epipen		

Checklist of things to be completed before/ on first day:	
<p>Staff need to have read and be aware of these policies (they can be found on teams in the St John's teachers, new staff folder)</p> <ul style="list-style-type: none"> • Health and Safety Policy • Confidentiality Policy • GDPR Data Protection Policy • Safeguarding & Child Protection Policy • Equality Policies • Behaviour Policy • Internet Safety (including ICT Acceptable Use Policy - where regular access to the school's computer network is necessary) • Fire, Evacuation and Lockdown Policy • Social Media Policy 	
<p>Safeguarding policy: name DSLs, what to do in the event of a disclosure and how to keep self safe (do not take to the toilet/ change children/ be left alone with a child in a closed area) NB keep phone on silent in cupboard – can check in staffroom at break). Professional role – you must not share information outside of school.</p>	
<p>Confidentiality policy: not permitted to discuss children's or staff member's issues with other professionals in the school. Must not share information with parents or anyone outside of school. <u>Sign agreement.</u></p>	
<p>Social media policy: do not post about school, share information. Make sure accounts are set to private.</p>	
<p>Behaviour policy: treat others how you wish to be treated. Behaviour management is nurture based. Zones of regulation used. Report to teacher if you hear anything which goes against the protective characteristics (racist, homophobic, sexist, disability etc)</p>	
<p>Health and safety: report all accidents, they must be logged. If have an accident yourself it must be logged – see business manager. Head injuries require a phonecall home and paperwork for parents – notify a member of staff if you know a child has bumped their head.</p>	
<p>Fire/ Lockdown: Fire – long continuous bell, exit from classrooms the way you go out to play and help escort into the nearest playground. Lockdown: voice over tannoy. Go back to the room your children usually work in. Close door and work as normal. SLT/ office will lock all exterior doors and gates.</p>	
<p>Expectations: Dress professionally (no jeans) Be punctual - TAS arrive at 8.30 Inform if going to be absent - ring and leave answerphone message or email enquiry. Longer placements are offered on a trial basis: DHT will keep a check and feedback any problems. If the expectations are not followed, the college will be informed or the placement will be stopped.</p>	
<p>Introduction to job role: tour, meet staff in phase</p>	

Staff member to sign _____

SLT sign: _____

Appendix F

Checklist for Volunteer/ student file:

Volunteer/ student name:.....

Based in class:.....

Placement/ Days:.....

Volunteers & Work experience 16+		
Application form submitted	Forwarded to NH	
Self declaration form submitted with application	Forwarded to NH	
Reference submitted (proforma given with application pack)	Forwarded to NH	
Reference verified (phone call or email)	LCC	
Identity check when DBS application made	LCC	
Online check completed before interview	LCC	
Childcare disqualification (where applicable)	NH/SLT at interview	
Overseas check (where applicable)	LCC	
Interview and induction (can be done at same time) with SLT who is safer recruitment trained	NH/SLT	
Requirement to read Part 1 and annex a of the latest KCSIE	NH to give paperwork	
Requirement to read Volunteer and Student policy	NH to give paperwork	

Students		
Placement request – usually from establishment. We will take other students if we have a connection e.g. a parent who wants to return to work	Forwarded to NH	
Photo ID and DBS – some establishments will do the vetting check and there is not a requirement to show DBS. Letter of vetting check is kept on file.	LCC	
Name and contact of tutor on file	NH at interview	
Induction with SLT who is safer recruitment trained	NH/SLT	
Childcare disqualification (where applicable)	NH/SLT at interview	
Requirement to read Part 1 and annex a of the latest KCSIE	NH to give paperwork	

Requirement to read Volunteer and Student policy	NH to give paperwork	
--	----------------------	--

Work experience (16+ work experience will be treated as a Volunteer so please use that checklist)		
Email requesting placement with dates, name of tutor, CV attached	Admin to log – forwarded to NH once places filled	
Reference from tutor/ Head of year at establishment	Admin to put on file	
Interview and induction (can be done at same time) with SLT who is safer recruitment trained	NH/SLT	
Requirement to read Part 1 and annex a of the latest KCSIE	NH to give paperwork	
Requirement to read Volunteer and Student policy	NH to give paperwork	