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Toftwood Infant and Junior School Federation
Executive Headteacher - Mrs Joanna Pedlow

At Toftwood Infant and Junior School Federation we recognise that volunteers/work experience students can make an appropriate and significant contribution to the work and services of the federation and the wider community.

This policy sets out the principles, practices and procedures which will be followed in agreeing a placement, managing and supervising volunteers/work experience students.

We believe that by providing opportunities for volunteers/work experience students to work alongside our children, those volunteers will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how the federation intends to support its volunteers/work experience students. These include:

- members of the Governing Board
- members of the PTA
- university, college and sixth form students
- members of the local community
- parents or past parents of children at the school

The types of activities that volunteers/work experience students are engaged in might include:

- working alongside a member of staff in their daily activities
- observing teaching prior to undertaking a teaching course
- hearing children read
- working with individual children or small groups
- supporting federation staff to run clubs
- accompanying educational visits

This is not an exhaustive list.

Guidelines

Becoming a volunteer/work experience student

Anyone wishing to become a volunteer/work experience student, either for a one off event or on a more regular basis must apply to the federation and await contact from an SLT member or other designated member of staff.

The process to request a placement is outlined below:

- contact either school office who will explain the process for volunteering/work placements
- complete an application form (Appendix 1) and meet/discuss with a designated member of staff
- meet with the SLT or relevant designated member of staff for a pre-visit/placement meeting
- complete a DBS check with the school office if required
- confirm a start date and where in the federation the placement will take place

If you are successful in securing a placement a member of SLT or another designated staff member will complete a placement checklist (Appendix 2) and any other required checks before any voluntary work or placement hours can take place.

Those wishing to undertake work experience will only be considered if they apply in writing, setting out why they wish to have a placement here and, for those who are seeking a school work experience placement, demonstrate a commitment to working with children in the future.

Once the placement has been agreed the person will need to:

- receive the child protection information leaflet and ensure the information is read and understood. You will then be asked to sign a register or complete an electronic form to confirm you understand the information contained in the leaflet and what to do if you have concerns about the safety or wellbeing of any child within the federation
- sign our federation confidentiality agreement and complete any additional forms required in relation to their role

Note: A placement may be declined at any point. The federation has the right to refuse or end a placement without giving a reason. Breaches of confidentiality or concerns about a person's ability to act appropriately, professionally or in the best interests of the federation, staff or children are sufficient reasons for a placement to be refused or terminated. There is no right of appeal.

Confidentiality

Toftwood Infant and Junior School Federation has an expectation of confidentiality. All volunteers/work experience students will be asked to sign a Confidentiality Agreement and follow its principles. They will also have to complete a declaration. If any of the information in the declaration is found to be untrue, the placement can be terminated by the school.

Volunteers/work experience students may have access to personal information about some individuals, or other information which may be sensitive or confidential. Toftwood Infant and Junior School Federation needs to be able to trust volunteers/work experience students with such information. Volunteers/work experience students who break this confidentiality will be asked to leave.

Safeguarding

All volunteers/work experience students have the responsibility to report any concern that they may have regarding Child Protection to the Designated Safeguarding Leads. It is not the role for the volunteer/work experience student to investigate concerns. The Toftwood Infant and Junior School Federation Safeguarding and Child Protection Policy explain the guidelines and procedures to follow regarding any concerns and this is part of the induction process.

Issues affecting adults in school

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract
- it endangers pupils or other members of staff
- there is a legal obligation to disclose such information

Supervision

All volunteers/work experience students work under the direction of the class teacher to which they are assigned.

Although teachers retain responsibility for children at all times, this does not require volunteers/work experience students to be in their direct supervision at all times. Volunteers/work experience students should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task. Disciplining of children remains the responsibility of the school staff, not the volunteer.

Health and Safety

The school has a Health and Safety Policy which all volunteers must be familiar with. The SLT member or designated member of staff that carries out the induction will ensure that individuals are clear about emergency procedures (eg fire evacuation) and about any safety aspects associated with a particular task or educational visit during their pre placement meeting. If a volunteer/work experience student attends a school trip, their personal emergency contact details will be requested. Volunteers/work experience students need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher, or a member of the SLT.

Fire evacuation procedures will be explained and fire exits are clearly signed. Volunteers/work experience students need to make themselves familiar with these.

Equal Opportunities

Toftwood Infant and Junior School Federation recognises that the activity of volunteers/work experience students can provide an individual with experience and opportunities for self and career development. In accordance with Federation's Single Equality Scheme, volunteer/work experience student placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer/work experience student demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer/work experience student position. All volunteers/work experience students are required to make a commitment to this scheme. This can be found on the federation website.

Online Safety and Appropriate Internet Use

This refers to all internet use, including e mail, social networking sites, activities and games. The federation takes online safety and appropriate use of the internet extremely seriously.

Volunteers/work experience students are responsible for using school computing facilities and the internet in an efficient, effective, ethical and lawful manner.

Any discussion about the federation, its children or its staff on any form of social networking site will result in the placement being terminated immediately and legal action being taken if required. This includes any comments about the school, children or staff, or the work you may carry out within it.

Absence

Volunteers/work experience students are requested to telephone and inform the appropriate school, prior to their start time, to allow appropriate arrangements to be made due to any absence. Ring the appropriate school number and press 1 to report an absence. If you have been given the teacher's number as you are a PGCE/SNITT/college student, you should telephone them directly. All student absences will be shared with the school, college or ITT provider.

Working Hours

The hours of volunteers/work experience students work will be discussed and shared/mutually agreed between the volunteer/work experience student and senior leader or designated staff member prior to

any placement beginning. The volunteer/work experience student must be committed and adhere to the voluntary placement and allocated working hours.

Volunteers/work experience students must remember to sign in and out. Upon signing in the volunteer/work experience student will be issued with a visitors' badge which must be worn at all times whilst on the federation site.

There is no smoking allowed anywhere on the school site. We would also prefer you not to smoke directly outside the schools' premises as it is not conducive to promoting a positive image of the federation.

Mobile phones, and any devices which can record audio content or take photographs or videos are not allowed to be accessed during the school day unless with the agreement of the Executive Headteacher. Mobile phones and personal devices must not be kept in the classroom or anywhere where children are present. Volunteers/work experience students must not under any circumstances take photographs in school, unless agreed with the Executive Headteacher. Photos must never be taken on a personal mobile phone, personal camera or other personal device.

Volunteer/work experience student Code of Conduct

Everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Toftwood Infant and Junior School Federation expects that volunteers/work experience students will:

- Respect other volunteers/work experience students, students, staff and children and make them feel welcomed and valued
- Be sensitive towards others
- Be approachable and pleasant
- Dress and behave in a manner which promotes healthy and safe working practices. We have a no jeans policy in school, but in addition clothing should be suitable to working with young children. No short skirts, shorts, inappropriate tops etc. If you need clarification please ask one of the teachers
- Maintain the confidentiality of personal information of staff, children and volunteers at all times

All volunteers/work experience students should be aware how their behaviour can affect both colleagues and children.

Everyone has the responsibility to avoid becoming involved in situations that could bring the federation into disrepute.

Break Times and Lunch Times

Volunteers/work experience students should not be on the playground with the children, with the exception of teacher training students who may do so as a part of their training. Those that do go outside with the children should act professionally and in line with the practice modelled by the teachers and support staff of the federation.

Parent helpers and teacher training students are welcome to use the staff room at break time. It should be remembered that this is a place for staff to relax, but they may also talk to colleagues about children in the school. Any conversations that are overheard must not be repeated to anyone, and it is not appropriate to offer an opinion or take part in such conversations. Staff have the entitlement to 'down time' in this private area and as children are not present they can relax and talk with friends and colleagues. Discussion with anyone outside of school on any element of conversation heard in the staffroom, including items regarding a staff member's personal life or situation will result in a termination of the placement.

Work experience students are not permitted to go in the staffroom. A room will be set aside for work experience students to have a drink and lunch in.

Parent/Carer Helpers

Parent/carers helpers are bound by all of the elements of this policy but also need to be aware of the following:

- They will not be placed in the same class as their own child or any child related to them in any way.
- They must not use their placement as a way to talk to their child's class teacher about their own child. This conversation must be approached as it is for other parents - by appointment
- They must not use the placement as an opportunity to find out information about any other child. This includes friends asking a parent to keep an eye on their child or another child. Any breach of this will result in a termination of the placement

Any concerns in relation to the following list may lead to a placement being declined or terminated. The federation reserves the right to refuse any placement without having to give a reason, as to do so could potentially harm the relationship between parent and the federation.

- a parent's general conduct, in or out of school
- a parent's attitude towards the federation
- failure to support the federation in its policies and procedures
- any safeguarding or child protection concerns
- concerns about any volunteer's ability to act professionally and appropriately in the workplace
- concerns we may have been made aware of by third parties or professionals

Complaints Procedure

Any complaints made about a volunteer/work experience student or by a volunteer/work experience student will be referred to the Executive Headteacher and/or Executive Deputy/Assistant Headteachers for investigation.

Equality Impact Statement

The Governing Board have reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with legislation. They believe that the policy reflects a positive attitude and approach to all members of the federation community.

Review

Policy agreed in September 2023 and will be reviewed annually.

APPENDIX 1

VOLUNTEERING/WORK EXPERIENCE PLACEMENT APPLICATION FORM

Your name _____

Contact telephone number _____

E mail address _____

School/College/Work place _____

Course/ Current role _____

Qualifications _____

Which school would you consider a placement at? (please circle)

Toftwood Infant

Toftwood Junior

Why would you like a placement within our federation?

List 3 of your strengths that could be beneficial to the federation:



Which days/times would you like to help? (please circle)

Monday am	Monday pm
Tuesday am	Tuesday pm
Wednesday am	Wednesday pm
Thursday am	Thursday pm
Friday am	Friday pm

APPENDIX 2

VOLUNTEERING/WORK EXPERIENCE PLACEMENT CHECKLIST - to be completed by SLT or other designated staff member/Placement Organiser

Name of volunteer

Child's name and class (if relevant)

	Date	Name of staff member	Signature
Volunteering/work experience placement application received			
DBS check completed online if relevant			
Date DBS received			
DBS check seen			
DBS details/all details added to SCR			
Child Protection Information Shared and Signed For			
Volunteer/work experience agreement completed			
Confidentiality Agreement completed			
Dereham Cluster Voluntary helper safeguarding declaration completed			
Childcare (disqualification) regulations 2009 declaration completed (if relevant)			
College paperwork received (if applicable)			
Dates and times of placement and class/work area			
Date placement starts			
SLT or other designated staff member has received all information and confirmed starting times and details			

Other Information (allergies/medical information, next of kin details)	
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APPENDIX 3 - Volunteer/Work Experience Agreement

Volunteer/Work Experience Agreement

	Please tick
I confirm there is no reason why I should not work with children	
If anything changes about my personal circumstances that could affect my suitability to work with children, I will inform the federation immediately	
As I will be volunteering in school and undertaking some unsupervised activities, I agree to complete an enhanced DBS check for safeguarding purposes if required.	
I have read, understood and signed the confidentiality agreement and agree to follow the rules set out in it, both during and after my placement has finished.	
I confirm that I have read and will abide by the federation's Volunteer/Work experience student Policy.	
I will follow the federation's rules and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Supervision and Confidentiality	
I have read all information provided and signed all required documents	
I will contact the relevant school office if I am unable to attend as expected and will provide as much notice as possible	
Signed by volunteer:	
Name:	Date:
Signed on behalf of Toftwood Infant and Junior School Federation:	
Name:	Date:

This agreement is not a legally binding contract of employment.

Please share below any further information to expand on the above points if necessary.

APPENDIX 4 – Confidentiality Agreement

Toftwood Infant and Junior School Federation Confidentiality agreement

In volunteering within the federation you are entering a professional working environment and must be aware of the sensitive nature of the some of the work you will undertake as a volunteer/student.

The children's emotional, physical, and emotional well-being is of the utmost importance to us.

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/those they come into contact with must be discussed with the class teacher and not the parents of the child or those outside of school. The following points expand on this and form the confidentiality agreement of our federation.

1. I will not use, nor disclose to any unauthorised person, any confidential information relating to or received from the federation for any reason unless expressly authorised by them. I understand that this applies both during the time of my voluntary work and after it has finished.
2. I will not discuss any business of the federation, its staff or its children with anyone outside of the staff. This includes comments on social networking sites such as Facebook and twitter.
3. I will not discuss with other parents, friends or family or anyone outside of the staff, any aspects of the children's care or education. If I am approached by a parent or friend, I understand it is not my place to 'keep an eye' on their child or report back on their child in school. I maintain a professional approach at all times.
4. I understand that the use and disclosure of all information about living, identifiable individuals is protected by data protection regulations. I will not use or disclose any personal data I acquire during my time within the federation for any purpose that is or may be incompatible with the purposes of that work.
5. I will respect the rights, privacy and dignity of all members of the federation community.
6. I agree to abide by the policy for volunteers/work experience students. I understand that if I break any of the guidelines set out in the policy for volunteers/work experience students, or break any elements of this confidentiality agreement, my placement will be terminated. For college students, the college will be informed. Further action, including reporting matters to the police or seeking of legal advice will be used if necessary by the federation to protect the confidentiality and rights of those in the federation and protect all members of the federation community.

Name and signature of volunteer/work experience student

I agree to be bound by the terms of the confidentiality agreement as set out above.

Name.....Signature Date.....

Copy to student/volunteer. Original to be kept in school

APPENDIX 5 - Voluntary Helper Safeguarding Declaration

Voluntary Helper Safeguarding Declaration

Toftwood Infant and Junior Federation are committed to ensuring the safeguarding of all children in their schools.

When placing volunteers in our schools we are putting them in a position of trust with our children. We need to ensure we have carried out all appropriate safeguarding checks for the safety and security of our children in order to ascertain the suitability of volunteers to support in our schools. This may mean checking with other schools you have worked or volunteered in, as well as the more generic checks such as the DBS.

In applying to be a volunteer in our schools, we therefore ask that you complete this declaration in terms of safeguarding. In applying you give us consent to contact any other schools or agencies where you may have worked with children to gain suitable references etc.

A placement may be refused or terminated at any point without giving a reason. Please read through and fill in this declaration as fully as possible. We thank you for your cooperation.

Have you ever worked in any schools previously in a paid capacity, in any role?

Yes/No

If the answer is yes, please detail below the names of the schools, your role and the dates you worked there.

Please notice that we will contact these schools to ask for a reference/comment on your suitability to work in school, including conduct and sanctions.

In your role in this school/these schools, did you ever:

Receive a verbal warning Yes/No If yes please give details

Have you ever received a written warning Yes/No If yes please give details

Have you ever volunteered in any schools previously in an unpaid capacity, in any role?

Yes/No

If the answer is yes, please detail below the names of the schools, your role and the dates you volunteered there

Please note that we will contact these schools to ask for a reference/comment on your suitability to work in school, including conduct and sanctions.

Do you have anything you wish to declare in light of the DBS check required?

Have you ever been refused a post working or volunteering with children on safeguarding grounds or been asked to leave a post or voluntary placement because of safeguarding concerns? (Please note safeguarding concerns include inappropriate discussions with staff/pupils, unprofessional or inappropriate conduct etc)

Volunteer's Declaration

I confirm that all information has been entered as requested. I understand that this is to ensure the safeguarding of all children as volunteers are in a position of trust.

I understand that references may be requested and information may be requested from previous employers or schools to confirm my suitability to work with children in schools. I give my consent for this to happen.

I understand that a placement may be refused without explanation from the school.

I confirm that I will abide by the school's code of conduct and policies in place concerning child protection/safeguarding, confidentiality and use of social networking and any other policies the school.

Name.....Signature.....Date.....

Thank you for helping us to ensure the safety and welfare of the children in our schools.

APPENDIX 6 – DBS RISK ASSESSMENT – to be completed by SLT member or designated staff member.

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes No

If 'no', an enhanced DBS without a Barred list check may be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	

Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** - the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** - The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** - The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

Application for an enhanced DBS check is needed. State reason(s) below:

Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name).....

Headteacher (Signature).....

Date

Chair of Governors (Print Name).....

Chair of Governors (Signature)

Date.....