

FEDERATION OF ST ANNE'S AND ST MARTIN'S CATHOLIC PRIMARY SCHOOLS

St Anne's and St Martins



Work Experience and Volunteers Policy and Procedure

Policy Management

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The Federation of St Anne's Catholic Primary School and St Martin's Catholic Primary School believe that work experience and volunteer work are important and positive learning experiences. Work experience and volunteering at our school allow individuals to experience the social interaction, sense of community, professional values, daily routines and general demands that typify a role in a school.

We believe that volunteers and work experience students can also benefit our pupils enormously as they can bring enthusiasm, practical help and increased engagement to the classroom.

The Federation is committed to providing opportunities for work experience and volunteering within the schools wherever this is possible and practicable, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when young people undertake work experience or volunteers wish to give their time at St Anne's Catholic Primary School or St Martin's Catholic Primary School. This allows our schools to provide a safe environment and positive educational climate for pupils.

1. Contacts

1.1. The main contacts for work experience students and volunteers at either school are:

- The headteacher
- The class teacher
- Parent librarian (in the case of library volunteers)

2. Activities

2.1. Volunteers and work experience students may be engaged in the following activities:

- School visits/trips
- Activities during lessons
- Assisting practically during events in the school, i.e. assembly
- Working with individual children
- Supporting in the library
- Projects to improve the school (e.g. gardening/ painting)

3. Safeguarding children and child protection

3.1. The school will have regard to the DfE statutory guidance, 'Keeping Children Safe in Education'. This states that a supervised volunteer (i.e. an individual carrying out supervised work experience) does not require a barred list check but should obtain an enhanced disclosure and barring service (DBS) check where they are over the age of 16. All volunteers and work experience students at our school must be made aware of our safeguarding procedures. People who are 18 or under must be supervised at all times.

4. Procedures

a) *Consideration stage*

4.1. In order to take part in work experience or volunteer work at either school, the following procedures should be followed:

- Potential volunteers or work experience students who wish to help in school should complete the volunteer application form.
- Potential volunteers or work experience students should then meet the Headteacher of the school to discuss any opportunities which might be available and so that they can assess suitability for work in school. In situations where a volunteer has offered to help for a one-off event, this is not necessary, but the class teacher should make the Headteacher aware.
- Under eighteens should provide suitable documentation/references from their secondary school/education provider regarding their suitability for work experience. Adults should provide a professional reference if possible.
- In the case of under eighteens, the teacher who will be supervising the young person must accept this responsibility after taking into account their upcoming lessons and tasks.
- Sometimes secondary schools or further education colleges contact the school directly to organise work experience. In these situations the schools will rely on the secondary school to assess suitability for work experience.
- Occasionally, members of staff wish to bring their own children into school as helpers. They should request consent from the headteacher beforehand. This will usually be given as long as the child is old enough and mature enough to be able to help in the class without distracting their parent from the needs of the children in the class.

The headteacher has the power to either refuse or end a young person's work experience or a volunteer's placement at any time

b) *After consent is given*

4.2. After the school headteacher has consented to the work experience or volunteer work, the requisite documentation should be completed. This should include:

- The volunteer or work experience student should be advised which documents they should read before the placement starts (safeguarding policy, keeping children safe in education part 1, health and safety policy, whistleblowing policy, volunteer handbook)
- A DBS check and/ or a list 99 check should be carried out as appropriate.
- Risk assessments should be carried out for those who do not have DBS checks or references.

c) *The first day*

4.3. On their first day, the work experience student or volunteer must sign-in at the office and then report to the headteacher.

4.4. The headteacher must go through the volunteer checklist which includes safeguarding information, with the student or volunteer and both parties should sign a declaration that everything has been read and understood.

5. Welfare and safety of pupils and those undertaking work experience

5.1. The federation schools aim to ensure that activities are planned properly and safely, and that work experience students and volunteers are informed of these plans. We strive to ensure that work experience students and volunteers at our school have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

5.2. All staff, visitors and volunteers are required to be identified and located at all times. For this reason, they should:

- Sign-in and out of the building at the office/reception.
- Wear the visitor's badge at all times.

6. Health and safety

6.1. Work experience students and volunteers are required to comply with the Federation's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class or on a trip).

6.2. Risk assessments must be undertaken for work experience students and volunteers who have not been able to provide references.

7. Absence

7.1. If a work experience student or volunteer is unable to attend for any reason, they are asked to inform the school by calling the office as soon as possible.

7.2. If, for any reason, a work experience or volunteer is called away while working at the school they should inform their class teacher and the office before leaving the premises.

8. Confidentiality

8.1. All information on individual pupils and members of staff is confidential and the sharing of data is protected under the General Data Protection Regulation (2016). Volunteers or work experience students should not discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school.

8.2. There may be instances where work experience students or volunteers must pass information to the headteacher or class teacher. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. Work experience students and volunteers are advised not to report this to the child's parents/carers but to instead inform the class teacher and/or designated safeguarding lead as soon as possible.

9. Internet use and social networking

9.1. Work experience students and volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.

9.2. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at either school or any activities which may bring the school into disrepute and/or may cause questions regarding the individual's suitability to work with children.

9.3. Work experience students and volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

10. Equal opportunities

10.1. The Federation does not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender or sexual orientation, as per the Equality Act 2010. Additionally, though not protected characteristics under the Equality Act, marital, social and financial status should never be grounds for discrimination. All work experience students are required to make a commitment to this policy and treat everyone with respect at all times.

11. Code of conduct for those on work experience

11.1. Work experience students and volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at the schools. They should:

- Observe the high standards of behaviour and ethical conduct mandated by either school.
- Respect other members of either school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code in the code of conduct should be complied with.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at either school and seek guidance through clarification where you may be uncertain of tasks or requirements.

- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the schools,
- Conduct your work in a co-operative manner.
- Mobile phones should be turned off while work experience tasks are performed and during class time.

11.2. Young people completing work experience should never:

- Tell a child off. As a volunteer, you are not expected to discipline children.
- If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive (other than 'token') gifts.