

Jack Tizard School

Policy on Applying for Voluntary Work or a Student Placement



Approved by:	Full Governing Body	Date:	6 th March 2020
Last reviewed on:	New policy		
Next review due:	March 2022		
Review Frequency	Bi-annual		

The aims of the Volunteer policy are to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers/student placements

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, 2019

We value the contribution and difference that students and volunteers make to the school.

Our safeguarding policy and school ethos provide a framework for a safe environment for the children to thrive, feel safe and learn to their full potential.

We have been pleased to welcome volunteers from different backgrounds and work experience placements from our local secondary schools and from several local Colleges of Further Education over the years. As part of Jack Tizard School's inclusion policy we try to give favourable consideration to every request. However, it must be understood that there are times when the demands upon the school to provide placement cannot be met to the satisfaction of everyone.

To ensure that Jack Tizard pupils, volunteers and students benefit from the placement, the school ensures that, prior to acceptance, volunteers and students are appropriately vetted and provided with relevant training, guidance, support and supervision. As a school we are committed to safeguarding and promoting the welfare of the children in our care; we expect all staff and volunteers to share this commitment.

For the purpose of this policy the term 'volunteers' refers to students on placement, as well as part time volunteers, unless specifically stated otherwise.

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils at Jack Tizard.

We welcome and encourage volunteers from our local and wider community.

Our volunteers include:

- Parents of pupils
- Students on work experience
- University students
- Friends of the School
- Local residents
- Members of the Governing Body

Volunteers completing a college, school or university course are invited to stay for the duration of their placement.

The school welcomes parents/relatives of our pupils who want to become volunteers.

However, placements will only be given with the understanding that they will not be working in the same class as their relative, as this may not be beneficial for the child in their school environment.

Activities Volunteers Can Engage In

The types of activities that volunteers are engaged in include:

- Working with small groups of pupils
- Working alongside individual children
- Working with children on computers
- Undertaking art and craft activities
- Accompanying school visits
- Providing positive role models and one to one support
- Supporting independence skills such as eating at lunchtime (following training)
- Supporting children to play during playtimes.

Becoming a volunteer

Anyone wishing to become a volunteer should contact the School Business Manager, either in writing, by telephone or email.

Volunteers will be asked to complete a Volunteer Application Form with their contact details, dates that they would like to volunteer and the times they are available to help.

Applying for a student placement for Work Experience / College Course

Anyone wishing to apply for a placement on work experience, or as part of a University/College Course should contact the Deputy Head by email initially to check availability. Please note that we are a small school and placements are in high demand, so we may not always be able to accommodate requests.

Anyone wishing to work at the school, in any capacity, must first visit the school to be sure that it is the right kind of placement and so

Appointment of Volunteers

Volunteer placements are agreed by the school's Senior Leadership Team.

The placement of new volunteers can take a while to set up 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, and relevant training.

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

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. 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.

Induction and Training

Volunteers must complete appropriate training prior to beginning work at the school.

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

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

The school runs regular Induction sessions for new staff members and volunteers. These cover key areas such as Safeguarding, Health and Safety, E-Safety, Behaviour, Physical Intervention, Moving and Handling, Dysphagia and Emergency Evacuation.

All volunteers and students on long term placements are expected to undergo Induction training. Students on short term work experience placements will be given appropriate Induction by their class teacher.

Support from Staff Mentors

Staff will take responsibility for overseeing all tasks that any volunteer undertakes with pupils by ensuring they are:

- NEVER placed in a situation whereby their own safety or that of pupils may be compromised
- Providing induction appropriate to the placement needs
- 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
- Are made familiar with the key school policies on:
 - Behaviour Management
 - Safeguarding (including Touch)
 - Ethos and Wheelchair Etiquette
 - Confidentiality
 - Acceptable Use of the Internet
 - Dress Code
 - Fire / Emergency Evacuation Procedure
 - First Aid procedures
 - Health and Safety
 - Use of mobile phones

For students on placement teachers are willing to provide short reports on progress. Ideally these should be forms with ticked replies and short written comments, and should be given to the teacher before the end of the placement.

Visits from tutors must be arranged through the school's Reception team. Observation of students in the classroom will depend on the needs of the group, and will need to be agreed by the class teacher in advance.

Confidentiality

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Jack Tizard School needs to be able to trust its volunteers to protect the privacy of the pupils and their families. Any volunteer who breaks this confidentiality and trust will be asked to leave. Any concerns that volunteers have regarding the pupils they work with/ come into contact with should be shared with the class teacher or the Deputy Head or Headteacher.

Concerns should not be shared with any persons outside school including the parents of individual children.

Working hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and school. The volunteer must be committed to and adhere to the voluntary placement and allocated working hours. Irregular attendance is very disruptive to the pupils and may result in the placement being withdrawn.

Complaints

Whenever there are concerns about the work of a volunteer it is the responsibility of the school employee to bring this to the attention of the Headteacher so that issues can be addressed and the volunteer can be supported to develop their practise in line with school expectations.

Where a volunteer has a complaint about a member of staff these must also be brought to the attention of the Headteacher so that they can be investigated and resolved.

Equal Opportunities

At Jack Tizard we recognise that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the Equalities Policy, volunteer placements will be open to individuals irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy, race, religion or belief, sex or sexual orientation.

Where a volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer position. A copy of the Equalities Policy can be given on request.

End of placement

It is very important that the school is aware when your placement is due to end.

Volunteers should make an appointment for an Exit Interview with either their Head of Department, or the Assistant Head. School/college students should have a final meeting with their class teacher mentor.

An exit interview will provide an opportunity to obtain final feedback that may be used to write a reference. Without an exit interview we will not contribute to references for future employees or applications for courses.

It is expected that if you wish to use the school as a referee that you seek permission to do so.

Data Protection and Record Keeping

Our privacy notice explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

Volunteer / Student Placement Application Form

Thank you for your interest in carrying out voluntary work at Jack Tizard School. You will understand that we need to know a little about you and your background. This is to ensure that you are suitable to carry out work here. Please complete the details requested on this form.

Volunteers should return it to Joanna Grenfell at sbm@jacktizard.lbhf.sch.uk

Students should return it to Sarah Melman at deputy@jacktizard.lbhf.sch.uk

Data Protection Notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

Name of volunteer/student:

Other names known by

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Address

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Email Address

Mobile Number

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Do you have any disabilities or other needs that we need to take into account in school?ddress

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What skills do you have that would be useful in working with children with special needs?

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For Students only

Name of school or college

Name and contact details of Tutor

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What are the dates of your placement?

Are you required to work with any specific age group?

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Please supply the names and addresses of two referees, who know you, and can comment on your suitability to undertake voluntary work, e.g. current/ previous employer, Headteacher, previous volunteering project. If your employer, or organisation with which you have undertaken work, is/was a school, the referee provided must be the Headteacher.

Ref One

Ref Two

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Email/ Contact numbers and in what capacity are they known to you.

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Please note that references cannot be accepted from a relative or someone who knows you just as a friend.

Availability as Volunteer <i>Please tick relevant boxes</i>					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications imposed by the Secretary of State or a regulatory body. I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of voluntary work. I hereby declare that the information given on this form is complete and accurate.

Signed

Date

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Thank you for taking time to complete this Application Form.
Your offer of help is appreciated and we will be in touch shortly.

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer.

Your offer of help is appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it to the School Business Manager.

You will receive a copy of it for your records.

By signing this form, volunteers agree to the following:

1. School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Safeguarding
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available online or from Reception

2. Professional conduct

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 Business Manager, Deputy Head or Assistant Head

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. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

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.

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

3. Safeguarding

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.

If volunteers have 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.

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, volunteers should ask for a pupil's consent before touching them.

Volunteers must not form personal relationships with pupils or their families, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

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.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

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

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

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.

I will contact the Headteacher once I have left should I wish to use anyone at the school as a referee for future work, college or volunteer activities.

Please sign and date below:

Signed

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Name

Date

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