

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Volunteers, Work Experience Students and Trainee Teachers Policy



Volunteers, Work Experience Students and Trainee Teachers

Policy

Contents

Introduction	2
Our School Values	3
Complaints Procedure.....	3
Confidentiality.....	3
Supervision.....	3
Health and Safety.....	4
Safeguarding	4
Volunteers	5
Work Experience Students.....	5
Leicester College Students	5
Trainee Teachers.....	5
Important information for Volunteers and Students working in school.....	6
Appropriate Behaviour.....	6
What to do if you are worried about a child.....	6
What do I need to report to a DSL?	6
How should I report my concern?.....	7
Policy Links	7

Introduction

We welcome and encourage volunteers, students on work experience and trainee teachers at Alderman Richard Hallam Primary School. They bring with them a range of skills and experience that can enhance the learning opportunities for all children in our school.

Our community volunteers include:

- Members of the Governing body
- Parents and carers of children.
- Ex-pupils.
- Ex-members of staff.
- Local residents.
- Friends of the school.

Our work experience students include:

- Year 10, 11 and 12 students from various secondary schools on work experience.
- Students studying childcare from further education colleges.
- Graduates undertaking 1-2 weeks of classroom observations before applying for a teaching qualification.

Our trainee teachers include:

- B.Ed and PGCE students on a placement through universities.
- School-based teacher training program students.

All volunteers, work experience students and trainee teachers are treated as valued members of our staff and as such are welcome to use the staffroom and other school facilities.

Our School Values

All adults who work in our school are expected to work and behave in such a way as to actively promote our school's core aims and values whether they are paid members of staff, volunteers, students on work experience placement or trainee teachers. They must ensure they follow the expectations of our school's Staff Code of Conduct.

Complaints Procedure

Any external complaints made about ARH staff will be referred to Mr S Beardsmore (Deputy Headteacher), the school's Complaints Coordinator. Any complaints made by an unpaid staff member will also be referred to the Complaints Coordinator, Mr S Beardsmore. Where a complaint is made by one member of staff about another, this will be dealt with in line with the school's Low Level Concerns Policy, Safeguarding and Child Protection Policy or Grievance Policy, depending on the nature of the concern.

Confidentiality

All volunteers, work experience students and trainee teachers are bound by the same code of confidentiality as all other members of staff. Any safeguarding concerns should be reported to a DSL/DDSL (Carla Lawes, Ann-Marie Kedzior, Emma Colley, Krupa Nanda, Sam Gregory, Holli Elverstone and Wayne Holder). Posters identifying the school Safeguarding Team can be found in all classrooms, corridors and in the school staff room.

Supervision

All volunteers, students and trainee teachers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain the responsibility for children at all times, including the children's behaviour and the activity they are undertaking. The class teacher will ensure that clear guidance is given as to:

- How an activity is carried out.
- What the expected outcome of an activity is.

Volunteers, students and trainee teachers are encouraged to seek further advice and guidance from the teacher in the following circumstance:

- In the event of any query or problem regarding children's understanding of a task.
- Concerns about children's behaviour.

Volunteers, students and trainee teachers would not normally work unsupervised. They must have completed an enhanced DBS check. **Only trainee teachers (B.Ed, PGCE or school-based training candidates who have enhanced DBS) *may* be left in charge of a class or alone with children.**

Health and Safety

The school has a Health and Safety Policy; this will be made available on request to volunteers, students and trainee teachers working in the school and a copy can be located on the school website. During the induction process, emergency procedures (e.g. fire alarm evacuation) and other safety aspects associated with working in a school will be made clear. Volunteers, students and trainee teachers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Volunteers, students and trainee teachers should give their full attention to the children they are with at all times. They will not be expected to:

- Administer first aid.
- Administer medicine.
- Work at height.
- Undertake manual handling.

As with all staff, they must not use their mobile phones except when directed to do so in an emergency by the teacher in charge.

Volunteers, students and trainee teachers will not be expected to transport children by car.

Safeguarding

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

- All volunteers, students and trainee teachers will receive a safeguarding induction by a member of the Safeguarding Team.
- All volunteers, students and trainee teachers aged 18 and over will be given the school's safeguarding and induction booklet.
- All regular volunteers, students and trainee teachers must have an enhanced DBS check recorded in the Single Central Register.

- All volunteers, students and trainee teachers must sign in and out at reception. They must wear an ARH visitors badge or the issue ID badge from their college or university.
- All volunteers, students and trainee teachers must show some form of ID (e.g. Driver's License, Passport) to reception staff when first visiting the school. The school reserves the right to refuse access to those without proper ID.

Volunteers

Parents, carers and members of our community are very welcome to help in school. All volunteers must follow the safeguarding arrangements described above. All volunteers must comply with the school's health and safety regulations when on the school site or supporting on a school trip.

Work Experience Students

All work experience students should be treated as a member of staff (rather than a volunteer) and are welcome in the staffroom. They will have received an induction from the Student Placement Coordinator which includes a briefing on health and safety procedures, first aid, invacuation and evacuation procedures and child safeguarding. All work experience students must follow the safeguarding arrangements above.

All work experience students must comply with the school's health and safety regulations when on the school site or on a school trip.

The school regularly has students from local schools for a 1- or 2-week work experience placement. They are normally Year 10, 11 or 12 students and we encourage this partnership between our local secondary schools.

The students are allocated to a class and are encouraged to become involved with a wide range of activities. Link tutors will often visit the students whilst on placement and will speak to the supervising class teacher. Any concerns regarding the student will be taken to the Student Placement Coordinator who will liaise with the relevant secondary school.

Leicester College Students

We have close links with Leicester College and each year we support many students who are studying a variety of Childcare courses. The Student Placement Coordinator will place them in classes, usually in EYFS and KS1. They will receive an induction wherein all safeguarding and health & safety procedures are covered.

Trainee Teachers

Trainee teachers are treated as members of our staff (rather than a volunteer) and are welcome in the staffroom. They will have received an induction which will include a briefing

on health and safety procedures, first aid, fire alarm and child safeguarding. Trainee teachers must follow the safeguarding arrangements above.

Trainee teachers must comply with the school's health and safety regulations when on the school site or on a school trip.

Important information for Volunteers and Students working in school

The school has a duty to ensure that all volunteers and visitors coming into direct contact with pupils are clear about what constitutes appropriate behaviour and boundaries.

Appropriate Behaviour

At all times, volunteers and visitors are required to work with children in the same way that teachers and other professionals are required to do. Volunteers and visitors should avoid:

- Working alone with children.
- Physical interventions.
- Cultural and gender stereotyping.
- Intentional access to sensitive information.
- Contacting children through private telephone (including texting), e-mail or social networking websites.
- Disclosing personal details inappropriately.
- Meeting school pupils out of school hours or school duties as a result of getting to know them in school.
- Talking to parents and carers about children's needs, progress with class or any health concerns – these should be referred to the class teacher.

What to do if you are worried about a child

If you have any reason to think that a child may be suffering, or may be at risk of suffering, significant harm, you must speak to a Designated Safeguarding Lead about your concern immediately. Our Safeguarding Team are identified on posters around the school and on display in the staffroom.

What do I need to report to a DSL?

- Anything a child says that could mean the child has been harmed in some way, or is at risk of being harmed.
- Anything another person (adult or child) mentions to you that could mean a child has been harmed in some way or is at risk of harm.
- Any injuries you notice on a child that appear to be non-accidental.
- If a child makes a direct allegation or implies that they have been abused.
- If a child makes an allegation against a member of staff.

How should I report my concern?

- You should ask to speak to a DSL.
- If an allegation is made against a member of staff, this should be raised directly with the Headteacher.
- You will be asked to fill out a form to record your concern.
- Ask for support and guidance from a DSL if you need any further advice.

We hope that everybody who works, trains or visits Alderman Richard Hallam Primary School feels fully supported, valued and able to develop their professional development in a welcoming, caring and professional establishment.

Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- Complaints Policy
- Health and Safety Policy
- Low Level Concerns Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct