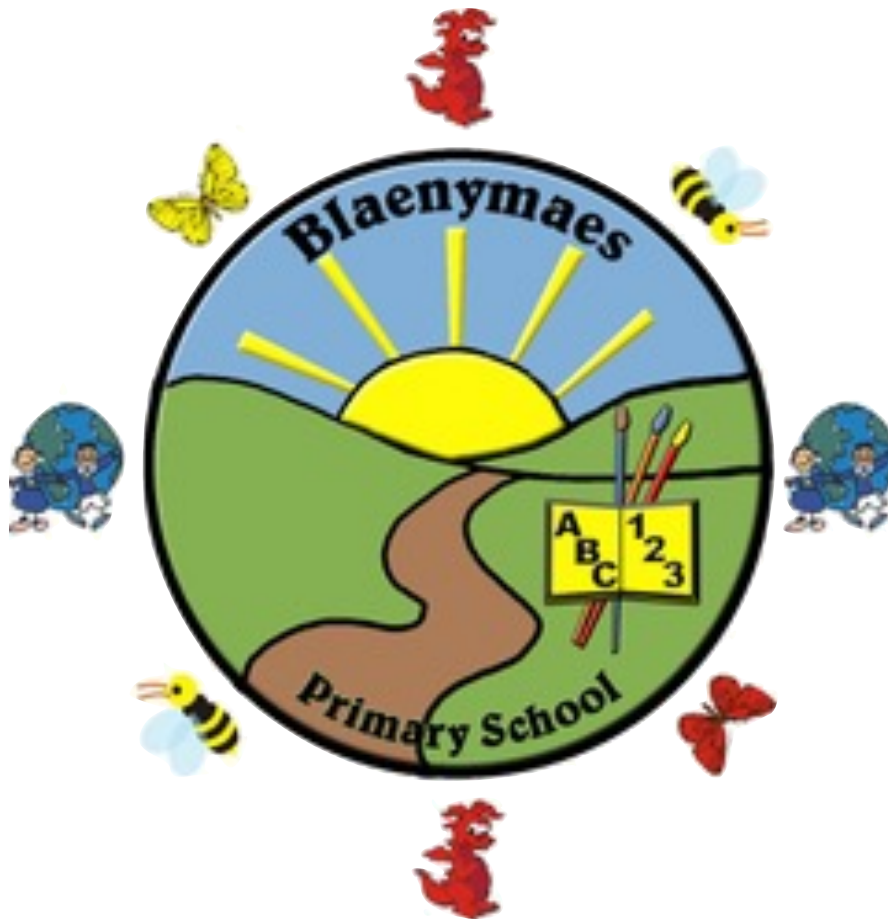


Article 28: You have the right to a good quality education. You should be encouraged to go to the highest level you can.

Article 29: Your education should help you develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Blaenymaes Primary School



Approved by Governing Body on	Date: January 2024
Signed by Chair of Governors: A. Charles	
Signed by Head Teacher : K.Lecrass	
To be reviewed annually	January 2025

Volunteer and Student Policy 2024

Blaenymaes Primary

Volunteer and Students Policy 2024

Introduction

Blaenymaes Primary School believes that student teachers 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.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Categories of 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 / PGCE Students
- Local residents
- Friends of the school

Types of Activities 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 children
- Supporting children with ICT /DCF
- Accompanying school visits
- Addressing areas of development highlighted in the School Development Plan
- Supporting pupils who have been identified by the Inclusion team as needing additional support where necessary.
- Providing positive role models

Becoming a volunteer

Anyone wishing to work as a volunteer, either for a one off event such as a school visit or on a more regular basis, should approach the Head Teacher or Deputy Head Teacher directly to request a Volunteer Application Form (Appendix 1) This should be completed with their contact details, type of activities they would like to help with, and the times they are available to help, and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service).

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) unless a portable DBS has been activated. Only when a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) agree an appropriate placement. This will be in a class which has no family connection to the applicant.

The exceptions to this are:

- 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 Blaenymaes Primary School. The student will be expected to sign a student placement agreement (Appendix 3), share their DBS certificate with the school and will not be placed in a class with any family connection.
- 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. If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Before starting to help in school, volunteers must complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Students must read and sign a Student Placement agreement (Appendix 3)

Confidentiality

Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and not with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or Deputy Head Teacher.

Supervision

All volunteers / Students e.g. college placements work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is.

Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Student teachers e.g. PGCE will work collaboratively with the class teacher of the class to which they are assigned to plan lessons and activities. When the Student teacher is leading the class, they will be responsible, under the guidance of the class teacher, for children's behaviour and the activity they are undertaking.

Health & Safety

The school has a Health & Safety Policy and this is available on request to volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head Teacher or Deputy Head Teacher.

Child Protection

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

- All regular volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix 2). Students are asked to sign a Student Placement agreement (appendix 3)
- To ensure the safety of our pupils at all times, all of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- One-off volunteers must be supervised at all times by a member of staff.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head or Deputy Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head or Deputy Head.

The Head reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class;
- Inform the volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out in the school Complaints Policy.

Trips - Volunteer helper

School trips are an integral part of learning at our school and sometimes volunteers accompany staff and pupils. If this is the case and you wish to attend a School Visit the following will apply:

- to be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher / member of staff if there are issues with first aid, safety and/ or behaviour

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually.

Policy written January 2024

Adopted by Governing Body - February 2024

Review date January 2025



Blaenymaes Primary School - Form 1 - Volunteer Application Form

First name:			
Surname:			
Date of Birth:			
E-mail:			
Home address and telephone number:			
Any medical conditions / allergies - Please list if applicable: 			
Next of kin details: Name and telephone number (to contact in case of emergency) 			
Reasons for seeking volunteer placement: Please provide below a brief description why you would like to pursue a volunteering placement: 			
Signature of applicant:		Date:	



Blaenymaes Primary School -

Form 2 - Volunteer Agreement

Volunteers are an important and valued part of The City and County of Swansea / Blaenymaes Primary School. The Council appreciates and values you volunteering with us and will do the best we can to make your volunteer placement with us enjoyable and rewarding. The Volunteer Agreement describes what you can expect from us, and what we hope you will contribute to us. We hope that you enjoy volunteering with us and feel a full part of our team.

The volunteer agrees to:

- Follow the School's procedures and standards, including those for child protection and safeguarding, health and safety and equal opportunities, in relation to its employees, volunteers and clients
- maintain the confidentiality of information received during the course of my volunteer placement, including that of the organisation and of its clients, and ensure that this is not disclosed to any third party
- treat all individuals I encounter as a volunteer fairly and not discriminate on the basis of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality or ethnic origin, trade union activity, religion or belief
- be role models for the children they work with e.g. please think about the language and gestures used.
- refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- advise school as soon as possible when it is not possible to attend.
- be familiar with school evacuation procedure and follow staff instruction.
- disclose any information of a criminal nature.

Blaenymaes Primary School agrees to:

General

- support you in undertaking your volunteer placement and do our best to help you develop your volunteering role with us
- respect the skills and experience which you bring to your volunteer placement
- keep you informed of any possible changes to your volunteer placement and consult with you on these where appropriate.

Equal Opportunities

- ensure that you are dealt with in accordance with the Local Authority/school's Equal Opportunities Policy
- treat all volunteers fairly and not discriminate on the basis of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality, or ethnic origin, trade union activity or religion.

Health and safety

- ensure that you have a safe workplace in which you can undertake your volunteer placement

- provide any necessary training in relation to child protection and safeguarding and health and safety
- provide any necessary personal protective equipment necessary for you to undertake your volunteer placement

Induction, training and support

- allocate you a named Volunteer Co-ordinator who will oversee your induction, training and development and who will be your main contact for any concerns you may have in relation to your volunteering placement.
- provide you with information relating to our School and your volunteering role
- provide you with the support of a nominated employee in your workplace to provide day to day guidance and advice to help you carry out your volunteer placement and tasks effectively.

Insurance

- Provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us. Please note that volunteers' personal possessions are not insured against loss or damage

Dealing with Concerns

- try to resolve fairly any problems, difficulties you may have while you volunteer with us
- In the event of an unresolved problem, to apply the procedure outlined in the Council's / school's Complaints Policy
- If at any time you are unhappy or experience problems about aspects of your voluntary work with us, please contact the Head Teacher or Deputy Head Teacher.

VOLUNTEER'S ACCEPTANCE

I have read the above and the conditions of the volunteer placement above;

NAME OF VOLUNTEER:

SIGNATURE:

DATE:

This agreement is binding in honour only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Neither of us intends any employment relationship to be created now or at any time in the future.



The school requires that all students on placement are aware of safeguarding procedures, school expectations and have signed this declaration:

- The school office has received my compliance and safeguarding checks including my current DBS
- I am aware that the Designated Safeguarding person is Mrs. Kathryn Lecrass the Head Teacher
- I am aware that the deputy Designated Safeguarding Person is Mrs Smith the Deputy Head Teacher
- I am aware of safeguarding procedures and will refer any safeguarding concerns to the class teacher and not to attempt to deal with any such issues.
- I am aware that the current safeguarding policy is on the school website and on the staffroom notice board
- I am aware that the Health and Safety Officer is Mrs. Lecrass the Head Teacher
- I am aware that the deputy Health and Safety Officer is Mrs. Smith the Deputy Head Teacher
- I have been briefed on child protection procedures by school staff
- I will follow the School's procedures and standards, including those for child protection and safeguarding, health and safety and equal opportunities
- I will treat all individuals I encounter fairly and not discriminate on the basis of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality or ethnic origin, trade union activity, religion or belief
- I have been made aware of fire safety procedures eg fire register, exit points and assembly points
- I am aware of the school policy re head injuries
- I understand I have to sign in and out using the digital system every day and wear my visitor ID badge/ pass
- I understand school's expectations where confidentiality is concerned and will maintain the confidentiality of information received during the course of my placement, including that of the organisation and of its clients, and ensure that this is not disclosed to any third party
- I understand the schools acceptable user policy
- I will be a positive role model for the children
- I will advise school as soon as possible when it is not possible to attend.
- I confirm that I have read and agree to the above:

NAME OF STUDENT: _____

SIGNATURE: _____

DATE: _____

Head teacher / Office / Staff Name & signature: _____

Date: _____