

Coppermill Primary School



# Volunteers and Student Placements Policy

Ratified by the Resources Committee on: 4 February 2015

To be reviewed: Every 3 years

Next review: Spring 2018

### **Mission Statement**

School volunteer/student programmes succeed when teachers and volunteers/students form an effective, co-operative education team and function as co-workers.

### **Goals of Volunteer/Student Programme**

- To increase the quality of education that our pupils receive
- To increase the base of volunteers/students, to include community and business members, retired teachers, and those with special skills to enrich and broaden the experiences of pupils
- To provide extra help to assist staff members and teachers in providing an inclusive education, and to stimulate community support for our pupils.

### **Process**

All regular volunteers will undergo Disclosure and barring or list 99 checks. The school will also request relevant references. For student placements Coppermill will request Disclosure and barring checks from the associated and relevant establishment. Coppermill has a maximum of eight volunteers at any one time.

### **Confidentiality**

As a matter of professional ethics, volunteers/students do not discuss teacher, pupil or school affairs with other people. It is extremely important that confidentiality is upheld at all times. Expectations of confidentiality are the same for volunteers/students as they are for the rest of Coppermill Primary School staff.

### **Emergency Procedures**

If the fire alarm is activated, you should

- Lead the children immediately out of the classroom via the door leading into the playground areas. Do not stop to collect belongings
- Walk in silence into the KS1 playground and line up facing the school hall
- Check register, which will be brought to you by the Administration Team
- Await further instruction
- Visitors who are not responsible for a class should make their way into the playground area and join the assembled groups
- Do not attempt to re-enter the building until you are told it is safe to do so.

### **Safeguarding**

The designated members of staff for Safeguarding are;

Mrs Figen Bektaşoğlu (Headteacher)

Miss Karlie Walsh (Acting Deputy Headteacher)

Miss Caroline Airey (Child Protection Officer)

Please speak to one of the above members of staff if you have any questions or concerns regarding Safeguarding or Child Protection.

### **Dependability**

Teachers and staff members rely on the services provided by volunteers/students. If you are unable to attend on your scheduled day or time, it is extremely important that you contact the school office on 0208 520 6267 so that other arrangements can be made.

### **Pupil Behaviour**

Coppermill has a clear and consistent behaviour policy which all staff adhere to. If you have any concerns regarding any misbehaviour by pupils please speak to the class teacher.

### **Signing-In for Volunteers/Students**

This is the only way for the staff to know that you are in the building in case of an emergency. Remember to sign-in and sign-out at the school office each time you visit.

### **Identification Tag**

Volunteers/students must always wear a visitor's badge during their time in school.

### **Volunteer/Student Dress and Behaviour**

Smart casual is acceptable and a copy of the Code of Conduct will be given to you prior to starting.

### **Facilities**

Volunteers are welcome to use the facilities in the Nursery kitchen. Student teachers may use the facilities in the Staff Room.

### **Volunteer/Students Communications with teachers and administrators**

Please be aware that the staff at Coppermill Primary School are responsible for instruction of pupils during the school day. Please do not interrupt a lesson while staff are teaching. Please note if you are a parent, you will not be placed in your child's class. Bringing younger siblings into school is not permitted.

### **Parking Area for Volunteers/Students**

Parking in the car park, if available, may be used.

## Volunteer Information Sheet

Name:

Address:

Home telephone:

Mobile telephone:

Availability:

Days:

Hours:

Reason for applying to Coppermill Primary School:

Do you have a current DBS?

Do you have any relationships with staff or pupils at Coppermill? If so who.

Additional information:

Please add any information you feel may assist with your application

Reference:

Name:

Position:

Company:

Telephone number:

Email: