

Coppermill Primary School



Volunteer and Student Placements Policy

Approved by the Senior Leadership team: November 2018

Review cycle: 3 years

Next review: Summer 2021

Introduction

At Coppermill we always strive for the highest expectations in teaching and learning and providing all our pupils with skills for their future lives by developing their social, emotional well-being as well as their academic achievement and progress.

We aim to provide a well ordered, harmonious community with high expectations and high standards of work and behaviour. We enable every child to achieve their full potential through a diverse, balanced, differentiated and creative curriculum.

We believe in creating an environment where pupils, parents, governors, staff and the wider community engage and work together.

Aims of volunteers/student placements

- 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.

All volunteers will always be supervised by a member of staff or will be subject to a satisfactory Enhanced Disclosure and Barring Service check. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our regular* volunteers/student placements include:

**Regular volunteers are those willing to volunteer at least 4 times a week.*

- School students on work experience
- University and college students
- Parents/carers of pupils
- Ex-pupils
- Members of the Governing Body
- Local residents
- Friends of the school.

The types of activities that volunteers/student placements undertake may include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Art & craft activities with children
- Running after-school clubs
- Accompanying school visits

- Addressing areas of development highlighted in the School Development Plan
- Supporting pupils who have been identified as needing additional support
- Providing positive role models and one to one support.

Procedures for regular volunteers/student placements

- Volunteers/students should make an enquiry to the School Business Manager (SBM) who will take your details and ask you to complete an application/registration form - *Appendix 1*.
- The completed application form will be passed onto the Assistant Headteacher (AHT) for consideration. This will take at **least one week**.
- If the AHT requires further information they may request a meeting with you.
- If your application is deemed successful by the AHT then your start date will be subject to the following requirements being met:
 1. *Volunteer Handbook provided and agreement form signed*
 2. *Personal/contact details form completed*
 3. *Proof of identification X3 provided*
 4. *Two satisfactory references received by the school**
 5. *Enhanced Disclosure and Barring Service check.**
- To ensure all procedures and policies are understood by the applicant an induction process will take place with the SBM and AHT before the placement commences.

**If the applicant is a school student on work experience documents 4 and 5 will not be required.*

Procedures for volunteers - Educational visits

- Parents/carers wishing to volunteer on school should either e-mail the school office or speak directly to the class teacher.
- In the interest of fairness to all parent/carer volunteers names will be drawn out of a hat and /or will be at the discretion of the class teacher.
- A confirmation text will be sent to those parents/carers selected to accompany on the trip.
- Each parent/carer volunteering on a trip will be provided with Appendix 2 – *Guideline for Volunteers-Educational visits*.
- The teacher will check that all volunteers have read the guidelines on the day of the trip.

Parents who have not been invited as designated helpers on a trip may not join the group without the prior agreement of the group leader. This would contravene the risk assessment that has been agreed for the visit

Appendix 1
Application/registration form

Name:	
Address:	
Contact telephone number and email address:	
Next of kin Name and contact details (in case of emergency):	
Your availability Days: Times:	
State the reason for the voluntary work being undertaken and what you can offer during your time here.	
Please use additional paper if required.	
Current DBS number/date of clearance (if applicable):	
Two references will be sought prior to you volunteering at Coppermill.	
Reference 1	Reference 2
Name: Address: Telephone number: Position in organisation: Email: Relationship to you:	Name: Address: Telephone: Position in organisation: Email: Relationship to you:
Do you have children that currently attend Coppermill, if yes please specify their names and class:	

Appendix 2

Procedures for Parents/Carers/Volunteers accompanying on educational/class trips

Thank you for volunteering your time to support a class trip, this is greatly appreciated.

The main duties of parent/volunteer helpers on school trips and visits are:

- To support the teacher in ensuring the safety and security of the children.
- To report any concerns about a child's welfare or any child protection issues to the class teacher as soon as is appropriate.
- To engage with children in order to enhance their learning experience
- To help ensure that all children, not just your own, participate fully and independently in all activities.

Further guidelines:

- Parents cannot bring any siblings or additional children on a school trip

Please do:

- Read any briefing information provided by the teacher that relates to the trip and take particular note of any health and safety guidelines.
- When walking in public places, encourage children to walk in twos rather than a group.
- Support school staff in expecting pupils to show good behaviour and abide by school rules at all times during the trip
- Be a good role model for children; for example no adults should chew gum as this is not something children are allowed to do
- Support school staff in helping create a good impression of the school in public; for example, not allowing children to drop litter, expecting them to be polite to members of the public and not being loud or unruly on public transport
- Inform the class teacher as soon as possible should you experience any difficulties with a child or children in your group.

Please do not:

- Leave your group/class at any time without notifying/getting permission from the teacher.
- Take any child, including your own, to purchase items in shops
- Allow any child, including your own, to eat or drink, unless at specific times allowed by the teacher.
- Take children to the toilets by yourself or take sole charge of a group not in the presence of school staff.
- Take photographs during the trip unless specifically requested to do so by the teacher using a school camera
- Use your mobile phone in the presence of children
- Chew gum or smoke
- Eat/drink other than at designated times
- Ask to take your child home before the whole group has been accompanied back to school.

Appendix 3

Procedures for student volunteers (ex-pupils/secondary school pupils) supporting in school

Thank you for volunteering your time to support Coppermill this is greatly appreciated.

The main duties of student helpers in school are:

- To support the teacher in ensuring the safety and security of the children.
- To report any concerns about a child's welfare or any child protection issues to the class teacher as soon as is appropriate.
- To engage with children in order to enhance their learning experience
- To help ensure that all children, not just your own, participate fully and independently in all activities.

Please do:

- Read all supporting documentation provided by the School Business Manager as part of your Induction
- Adhere to the following lunch time requirements:
 - Inform the office first thing in the morning if you require a school lunch
 - If you bring in a packed lunch ensure it is nut free
 - Please eat your lunch in the school hall with the children
 - Once you have eaten your lunch please support the Middays in the hall as directed by the Midday Supervisor
- Read any briefing information provided by the teacher that relates to the class and take particular note of any health and safety guidelines
- Only use the disabled toilet located opposite the hall
- Support school staff in expecting pupils to show good behaviour and abide by school rules at all times
- Be a good role model for Coppermill children; for example you should not chew gum as this is not something children are allowed to do
- Support school staff in helping create a good impression of the school; for example, not allowing children to drop litter, expecting them to be polite, holding doors for adults
- Inform the class teacher as soon as possible should you experience any difficulties with a child or children you are directly supporting.

Please do not:

- Leave the school premises unless you are with an adult and it is part of the learning
- Allow yourself to be left unsupervised with children
- Enter the staff room – this for adult use only
- Take photographs unless specifically requested to do so by the teacher using a school camera
- Use your mobile phone whilst in school and ensure it is on silent at all times
- Chew gum or smoke
- Eat/drink other than at designated times
- Go out into the playground at break times/lunch times – you will be directed by relevant during these times.