



FARMILO PRIMARY SCHOOL & NURSERY

Students and Volunteer Policy

Reviewed February 2023

Rationale

At Farmilo Primary School & Nursery we believe that students and volunteers are essential to the life and work of the Setting. Students and volunteers have a wide range of experience and skills which can enhance the range and quality of services on offer and help everybody achieve more. Farmilo Primary School has written this policy to ensure that best practice and procedures are carried out at the setting. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- To appoint high quality volunteers and students to support the activities and services on offer at the school.
- To offer opportunities for volunteers/ students who wish to widen their skills and experience.
- To ensure that all students and volunteers access high quality induction to ensure that they are prepared for their placement.
- The Headteacher/ Student Manager will assess the suitability of volunteers/ students requesting to work or assisting at the school.
- The Headteacher/ Student Manager will assess the volunteers/ students skills as to whether they would enhance the activities and services offered at the school.
- Where students are directed to the school through colleges or schools written confirmation will be sought from the setting confirming the student's suitability to work with children. Volunteers Evidence for Application Volunteers will need to provide the following information prior to commencing work or placement at the school;
- Details of qualifications, experience and other information training or experience.
- The name of a referee if a character reference is required
- The Headteacher/ Student Manager makes the final decision on whether a volunteer is suitable to work in the school. If the placement is not viable the volunteer will be informed in writing.

Process for Volunteers and Students

1. Contact with the school to ascertain if the setting requires and can accommodate volunteers.
2. Apply to the school in writing if possible
3. Attend a meeting with the Headteacher/ Student Manager to discuss the nature of the placement and any requirements the school may have regarding volunteers/ students.
4. Attend an induction session with the Headteacher/ Student Manager where key policies and procedures are explained in detail.

5. The Headteacher/ Student Manager will require all volunteers to sign an agreement to abide by the Code of Conduct expected from staff and volunteers at the school.

The Headteacher may at times advertise volunteer vacancies within the school as well as hold meetings to encourage volunteer support within the school. Volunteer support may also be encouraged by class teachers for specific duties.

Responsibilities to Volunteers or Students

- The school will allocate a member of staff to mentor the volunteer or student. This most likely be the teacher of the class they are working with or a member of the Office team if the placement is in Administration
- The school will maintain thorough and accurate records of the volunteer's work and training and complete all paperwork required by colleges or training institutions.
- The school will strive to ensure that volunteers and students are matched to activities which are suitable for their skills, expertise and experience.
- The school will consult with students and volunteers before making any changes to their working conditions or placement. Volunteers' and Students' Responsibilities Students and volunteers must ensure the following;
- They are never alone with children.
- They are not involved in any kind of intimate care duties
- They do not administer First Aid to any child but seek guidance from a member of staff
- To ensure that Confidentiality is adhered to at all times Volunteers and students must:
- Refer all concerns to their mentor, Student Manager or Headteacher.
- Follow the school signing in and out systems for arrival and departure
- Wear identification issued by the school at all times.
- Contact the school at the earliest opportunity if they are unable to attend to carry out their role. Termination of Agreement between the Setting and Student or Volunteer

If a concern arises about a volunteer's suitability or capacity to carry out their role safely and effectively the Headteacher/ Student Manager will arrange a meeting to remedy the situation and offer support or training if appropriate. The school will terminate a volunteer's agreement at the discretion of the Headteacher in the following instances;

- The school has no further need for the volunteers support or sufficient work available to make the placement viable.
- The student or volunteer does not comply with key policies or follow the Code of Conduct at the school.
- The student or volunteer behaves inappropriately towards a child, parent, and member of staff or visitor to the school.
- The student or volunteer repeatedly fails to attend their agreed session without reasonable notice or explanation.
- The student or volunteer poses a risk of danger to school users or premises.

EQUALITY STATEMENT

This policy has been reviewed using the Local Authority Equality Impact Screening Tool to ensure that it does not discriminate against any of the protected characteristics.

VOLUNTEER/STUDENT REGISTRATION FORM SECTION A – COMPLETED BY V/S

Name:

Address:

Postcode:

Contact Telephone Number:

Email address, by providing this you give consent for an enhanced DBS check to be carried out in your name – all volunteers are required to have this check carried out. Students would provide suitable evidence of this check having been carried out by their university/college:

Relevant Qualification/Skills/Interests:

Volunteer/Student Role within school:

Name of Referee: Contact Telephone Number:

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Section B – completed by Headteacher/ Student Manager

Referee contacted:

Suitability:

Volunteer/Student Place allocated:

Review date: