



Volunteer and Student Policy

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At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour.
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style.
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved.
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full.
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing.
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual.

1. Introduction

Martlesham Primary Academy believes it can benefit greatly from members of the local community who are will willing to provide support to the school on a voluntary basis, providing that this is carried out in a planned and well-maintained way.

Volunteers are a welcomed resource who can provide a varying degree of skills and experience to support both our teaching and non-teaching teams.

For the purpose of this policy a volunteer is someone who is willing to give their time freely to the school without any financial gain.

We also value the opportunity to offer students high quality work experience placements to shape the childcare and education workforce of the future.

Any student taken on a paid apprenticeship scheme is treated as a paid employee.

For the purpose of this policy a student is someone enrolled at a school or further education establishment that is looking for an unpaid work experience placement as part of their education requirements.

Whilst students and volunteers provide great benefits to our school and local community, they also take up resources and require equal investment from us. As such the recruitment and placement of students and volunteers should be carefully considered, limited by the senior leadership team to a level that is appropriate to the school and our resources, and planned so that it does not negatively impact on the care and education of our pupils or the wellbeing of our staffing team.

2. Purpose

To set out the approach we use when recruiting and using students and volunteers within the school.

To provide students and volunteers with clear guidelines around recruitment, induction and expectation while they are within the school.

To ensure that the highest standards of safeguarding are maintained for the pupils.

3. Categories of Volunteers

Volunteers may include:

- A member of the governing body.
- Parents, carers or guardians who support on a regular basis or on a one-off occasion.
- Members of the public.
- Ex-staff members.
- Members of the school's Parent, Friends and Teacher's Association.

Types of activities that may be undertaken by a volunteer include:

- Supporting on trips.
- Supporting in the classroom.
- Listening to children read.
- Running or supporting school-based events before, during or after school.
- Supporting in the school office.

A volunteer should not replace the role of a paid employee in the school.

4. Categories of Students

- Under 16 secondary school pupils on a work experience placement (one off / infrequent placement, not eligible for a DBS check, requiring supervision by someone in regulated activity, student not participating in regulated activity).
- Post-16 students on a short term one off placement (could be DBS checked but length of time of placement will not allow the student sufficient time to display competence to work unsupervised – should always be supervised by someone in regulated activity, student not participating in regulated activity themselves).

- Childcare or teaching students post-16 on long term placement (DBS required before start date usually completed by the FE provider, students may work in regulated activity and/ or be counted in staffing ratios unsupervised if they display the competence and capability to do so).

Types of activities that may be undertaken by a student not participating in regulated activity:

- Observing and assisting another designated member of staff in regulated activity.

Types of activities that may be undertaken by a student who has had safer recruitment checks and demonstrated competence to participate in regulated activity:

- Observing and assisting another designated member of staff in regulated activity.
- Planning and carrying out lessons or activities as part of their course.
- Working with small groups of children to give additional support.
- Any other role covered in their course that their mentor is satisfied that they are competent to carry out.

5. Recruitment of Students and Volunteers

Process of Recruitment

The recruitment of all students and volunteers must be undertaken by the Head Teacher or other delegated person e.g. School Business Manager.

For anyone who wishes to take up a student placement or volunteer in school on a regular basis they must complete a student and volunteer application form (Appendix 1) which can be requested at the school office.

If the Head Teacher or delegated person believe an individual is suitable to be a student or volunteer, then an informal interview should be conducted to establish an individual's suitability and what they are able to offer to the school.

Following the informal interview, the following checks should be completed prior to the individual being allowed to volunteer in school:

- Provided photo ID and proof of address.
- If the individual will be in regulated activity – an Enhanced Disclosure and Barring check (DBS) with Children's Barred List Check must be completed. If the individual will not be in regulated activity, then an Enhanced DBS check will be required. When an Enhanced DBS is requested, the individual must not undertake regulated activity until a Children's Barred List check has been completed. The REAch2 flow chart in should be used to evidence your decision. If the individual will not be in regulated activity, then a risk assessment must be complete. In the case of students this should be completed by the current FE provider.
- Receipt of one satisfactory reference. This should be from either current or most recent employer, a professional in the community or a friend, and should not be from family members.
- Childcare Disqualification Declaration, when the role involves volunteering with children in Early Years, or in out of school hours childcare with children up to the age of 8.
- If the role includes the transportation of children then evidence must be provided they have the appropriate driving licence (disclosing any driving offenses/accidents), insurance and MOT (if using own vehicles).

N.B. this process will not be applicable if the student's provider can already provide proof of safer recruitment checks. This should be confirmed, in writing, prior to the placement starting.

An individual file will be created for each student and volunteer and securely stored by the school. Only information that is relevant will be kept by the school. All students and volunteers will also be entered and maintained on the school's Single Central Record where required by statutory regulations.

Student and Volunteer Agreement

This is a non-legal agreement between the school and the student or volunteer outlining what both parties can expect. At any time, the agreement can be terminated by either party, without prior notice.

The agreement will identify the following:

- Individual role.
- The frequency, including dates and times.
- Expectations of how they conduct themselves within school.
- Confidentiality requirements.
- Training requirements.
- Who will supervise and support the individual.
- Adherence to the Academy's policies and procedures.

N.B. this agreement is not necessary if the student's provider already has a similar process in place.

All students and volunteers will be asked to agree and sign the Student and Volunteer Code of Conduct Policy.

Induction and Training

All students and volunteers must receive an induction into the school, prior to being allowed in school, which will include:

- Introduction to the school – who is who?
- Explaining the school's safeguarding procedures
- Sharing the following policies, and explaining how they are expected to be put into practice:
 - Safeguarding and Child Protection Policy
 - Staff and Volunteer Code of Conduct
 - Whistleblowing Policy
 - Positive Behaviour Policy
 - Health and Safety Policy
 - Internet and Responsible Use Policy
 - Volunteers and Students Policy

Training must be updated regularly to ensure that the student or volunteer remain up to date with developments within school. A record of all training

offered and undertaken by students and volunteers must be maintained by the school.

6. Supervision

Each student or volunteer will be allocated a supervisor to provide them with support. The supervisor will be in regular contact to review the agreed arrangements. The student or volunteer may be allocated to work with a different member of staff to their supervisor, i.e. a class teacher, and they should follow all reasonable requests and instructions from this person. If the student or volunteer would like to discuss any changes to the agreed arrangements, or if there are any issues with any aspect of their work, they are expected to discuss them with their supervisor.

7. Confidentiality

Students and volunteers may become aware of confidential information relating to the school, its employees, pupils, parents, carers or guardians, and other stakeholders. This information must not be shared with any individual unless there is a concern regarding a person's safety or wellbeing, and then this must be to the appropriate people and in line with school policies.

Students and volunteers must not repeat any confidential information without the permission of the data holder. Students and volunteers must not discuss individual pupils with any person outside of school, which includes their parents and carers.

Students and volunteers must not speak to the media or press regarding the school or on behalf of the school unless explicitly directed by the Head Teacher or other designated person.

8. Working in School

Each time a student or volunteer attends school they must sign in and out to the school premises at the start and end of each session in accordance with our visitor process.

Students and volunteers will be deployed throughout the school depending on where there is need and in line with their agreement or course content.

All students and volunteers are always expected to abide with their volunteer's agreement or course agreement, and with the school's policies and procedures.

With prior agreement from the Head Teacher or other designated person, students and volunteers can use the staff room and break facilities if they are working over a break period.

9. Continued Suitability

The school must evidence that an individual continues to be suitable to work or volunteer within school. This will be done by:

- Regular meetings with the Head Teacher or designated member of staff to review the work undertaken.
- Annual Disqualification Declaration checks.
- If an individual does not work or volunteer within school for a period of longer than three months, then they will be removed from the school's student and volunteer register. With the school's approval, the student or volunteer can request to re-start their duties, which will involve all vetting checks being re-done, including DBS.

Volunteer Application Form – Appendix 1

Last Name and Title:	First Name(s):
Previous Names:	Date of Birth:
Home Telephone Number:	Mobile:
Email Address:	
Address:	
Emergency Contact Details:	
Please give details of any 3+ month consecutive period spent overseas in your adult life:	
Relevant skills, training, qualifications or job history if applicable:	

Do you have any children or relatives that attend work at the school? If yes please provide their full names:

Other information in support of this application:

Please give the name and contact details of a referee who has known you for at least two years. This should be someone who knows you in a professional capacity, not a friend or relative.

Referee:

Referee's Address:

Referee's Position:

Telephone Number:

Email Address:

Health – do you have any health problems or disability of which we should be aware? Please delete as appropriate: Yes / No

If yes, please give details:

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school requires all volunteers to complete a self-declaration of criminal record. A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Disclosure will be required if they will be undertaking Regulated Activity. Volunteers not undertaking Regulated Activity may be required to have a satisfactory enhance DBS disclosure.

Do you have any criminal convictions or any pending? Yes / No (please delete as appropriate)

If yes please provide details in a sealed envelope with this application (a prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application).

It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.

Signature:

Date:

Volunteer Reference Request – Appendix 2

Referee Information	
Name:	
Address:	
Telephone Number:	
Email Address:	

N.B. this information is required in the event of further information being needed to supplement this reference.

Please state how long you have known this person, and in what capacity (N.B. references from family members are not permitted)

Please comment on the following areas based on your knowledge of this person:	
Ability to follow instructions	
Reliability	
Working with and/or relating to children	
Discretion and confidentiality	

Do you have any concerns for this person working with children? If yes, please state reasons below; if no, please state 'no concerns'.

Thank you. Please return your completed reference by post or via email using the details stated below:

Katie Hazelton
School Business Manager
Martlesham Primary Academy
Black Tiles Lane
Martlesham
Woodbridge
Suffolk
IP12 4SS

Katie.hazelton@martleshamacademy.org