

Little Leigh Primary School



Students and Volunteers Policy

Policy for Students and Volunteers

Rationale

- Children benefit from the additional support and input from students and volunteers in the community and we encourage involvement from the wider community in our school.
- In order to achieve our aims we need well trained and dedicated staff and so wish to support future entrants into the teaching profession. By supporting students of education and those wishing to gain work experience in an educational setting we hope to have high quality applicants for future posts at our school.
- Volunteers bring a range of skills and talents in addition to those offered by paid staff. This enables the school to provide a service in excess of that which could be achieved by paid employees.
- Volunteering enables parents, friends and the wider community to participate in the life of the school.

Guidelines

- All volunteers having regular and sustained contact with children are subject to an enhanced DBS check.
- Parents and carers providing one-off support with groups of children (e.g. lifts to a netball match or support on a school trip) are not required to have a DBS check and are not left alone with children.

STUDENTS AND VOLUNTEERS:

- Will be given an introduction to the school as part of their induction which includes reading essential documents including this policy and policies for Safeguarding, Whistleblowing, Confidentiality and Behaviour & Discipline.
- Are expected to follow school policies in their work and conduct.
- Are expected to agree the dates and times they will be in school and maintain good standards of punctuality and regularity.
- Are asked to contact the school in advance of absence giving the reason for non-attendance and expected date of return.
- Are expected to have regard to the Health and Safety at Work Act, including that the individual is responsible for themselves and their own health and safety.
- Will be informed of any particular risks relating to activities.
- Must dress in an appropriate way for working with children and the particular activities you will be involved in.
- Must ensure that all mobile phones and personal belongings are locked away at the start of the school day in a locker provided by admin. These must only be used during specified break times (e.g. morning break, lunchtime etc)

- May be asked to discuss or talk about issues relating to the curriculum, learning, behaviour or teaching in class by parents, carers or other people. Should this happen, they must not discuss matters in school, but refer the person to the class teacher or Headteacher.
- Will not abuse their position as a volunteer or student to make perceptions, pass comment or enter into inappropriate discussions with staff about their own child's behaviours or achievements, whilst in school as a volunteer or student. Should any issue arise, we ask all volunteer/students helpers to use the appropriate procedures as any other parent would, to make contact with the school.
- Students, at High School, 6th Form College and FE are expected to inform their own school or college of their absence in addition to our school. Little Leigh Primary School does not take responsibility for informing other educational establishments of student's non-attendance although may check up to see if this has been done. If a student is absent without giving prior notice the following procedure applies:
 1. The student will be asked for a reason on their return to Little Leigh and informed of school policy regarding absence.
 2. If the incident happens again the school or college will be informed and asked to speak with the individual.
 3. The student and college will be informed that the placement has been terminated.
- Students of compulsory school age and volunteers are not left in charge of a class unsupervised.
- Students in Higher Education may be given class responsibility in line with their course requirements, having access to support whenever this occurs.
- Teachers will offer appropriate support and guidance to students and volunteers in their classes. It is expected that this will be of increasing depth with students in Higher Education where teachers may also be acting as a mentor.
- Volunteers and students for any course other than PGCE or BEd must not feedback directly to parents or carers on educational attainment or any other matter. Information should be passed through the class teacher or teaching assistant employed at the school. Students studying for QTS may liaise directly to parents and carers only with the prior consent from the class teacher and only if they are undertaking a block practice of 4 weeks or more.

Equal Opportunities

We will consider taking students and volunteers with English as an Additional Language and Special Educational Needs, depending on the nature of their needs and the role to be undertaken in school. Students and volunteers are welcome from all sectors covered by the Equality Act.