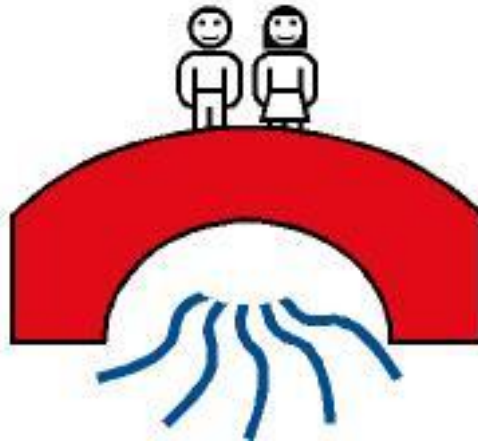


Loddon Primary School



Policy for Volunteers, Work experience students and Trainee Teachers

Author: Lucy Andrews / Jenny Sumner

Committee responsible: Curriculum Committee

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Date of next review: March 2018

Authorised on 16 March 2016

___Sarah Phillips___(signature)

Sarah Phillips

Headteacher

___John Brady- (signature)

__John Brady__(name)

Committee Chair

Introduction

We welcome and encourage volunteers, students on work experience and trainee teachers at our school; they bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. In this policy they are described collectively as volunteers and students.

Our community volunteers include:

- Members of the Governing Body
- Parents and carers of pupils
- Ex-pupils
- Ex-members of staff
- Local residents
- Friends of the school

Our work experience students include:

- Year 7 students from Maiden Erlegh completing their "Passport to life"
- Year 11-12 students on work experience,
- Students studying for NVQ or GCSE on placements
- Graduates doing 1-2 weeks classroom observation before applying for or starting a teaching qualification

Our trainee teachers include

- BEd and PGCE students on placement arranged through local Universities
- School Based teacher training Program students from local Universities

Our School Values

All adults who work or volunteer in our school are expected to work and behave in such a way as to actively promote our school core aims and values whether they are paid members of staff, volunteers, students on work experience placement or trainee teachers.

Complaints Procedure

Any complaints made about volunteers or work placement students (except students on the Graduate Teacher Program) will be referred to the Head teacher / Deputy Head teacher for investigation. Any complaints made by volunteers or work placement students will be referred to the Head teacher / Deputy Head teacher.

Confidentiality

Volunteers and students are bound by the same code of confidentiality as employees of Loddon Primary School. Any concerns that volunteers or students have about the children they work with and/or come into contact with should be voiced to the Class Teacher or Headteacher only. Any concerns about anything another adult in the school does or says should be raised with the Headteacher or Deputy Headteacher.

Supervision

Volunteers and students are under the supervision of the Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers and students should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. They are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour. Volunteers and work experience students would not normally work unsupervised but if it is unavoidable an enhanced DBS check must have completed. **Only Trainee**

Teachers (BEd, PGCE or School based training candidates who have enhanced DBS) may be left in charge of a class or alone with children.

Health & Safety arrangements

The school has a Health & Safety Policy and this will be given to you joining our school. The Class Teacher/mentor ensures that volunteers and students are clear about emergency procedures (e.g. emergency evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers and students need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

- Volunteers and students should give their full attention to the children they are with at all times; they will not be expected to administer first aid/medicine or work at heights/do manual handling. As with all staff, they must not use their mobile phones except when directed to do so in an emergency by the teacher in charge.

Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All regular volunteers and students aged 16 or over must read, understand and sign the "Keeping Children Safe"
- All "regular" volunteers and students must have an enhanced DBS check (recorded in the single central record) (see safeguarding policy)
- All volunteers and students must sign in at reception/FSU. They must wear a Loddon visitor badge or be issued with a Loddon site access tag.
- Volunteers engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit do not need a DBS check. These volunteers are under constant supervision of school staff

Appendix 1 - Procedures for Volunteers, Work experience students and Trainee Teachers

Loddon Primary: Volunteers

Community volunteers (places organised by the Head teacher PA and class teacher)

Members of our community are very welcome to help in school. Volunteers support our children's learning in many ways:

- Making resources
- Accompanying trips and walks
- Playing games with children
- Supervising practical activities such as sewing or cooking
- Talking with children to extend their language skills
- Working with groups of children doing classroom activities
- Listening while children practise their reading skills
- Sharing their own skills and expertise

All volunteers must follow the safeguarding arrangements described above.

All volunteers must comply with school Health and Safety Regulations when on the school site or on a school trip (see section on Health & Safety above)

The school will offer general training opportunities for volunteers from time to time and will endeavour to provide specific training where necessary.

Volunteers may be needed for

- Regular classroom support: Volunteers contact the Head's PA to offer their help who then places them with the appropriate the teachers.
- Support on class trips: class teachers request volunteers via newsletters / trip letters, and contact any volunteers directly

Loddon Primary: Work experience students

All work experience students should be treated as a member of staff (rather than a volunteer) and are welcome to come into the staff room, with the exception of the Yr7/8/9 students. Their mentor / team leader should ensure they have been briefed on Health & Safety procedures (first aid, fire etc) and safeguarding when they start.

Students should complete the student details form, appendix 2 (which is filed in the work experience file in the office). They should not be placed in the class containing a close friend or relative.

All work experience students must follow the safeguarding arrangements described above.

All work experience students must comply with school Health and Safety Regulations when on the school site or on a school trip (see section on Health & Safety above)

"Passport for Life" volunteers (*placement organised by Pupil Data Assistant*)

Maiden Erlegh expects Y7 students to do volunteer work as part of their "Passport for Life". If approached we ask them (not their parents) to write a letter or email to the school office explaining what they would like to do (eg help with netball) and when they can do it (eg after school on Weds). The Pupil Data Assistant will then approach the appropriate teacher / Teaching Assistants and coordinate a placement.

Year 11-12 work experience (*placement organised by School Business Manager*)

The school regularly has students from local schools for 1 week work experience placements. They are normally Y11-12 and are placed by the SBM through Central Berkshire Education Business Partnership (CBEBP). We do not normally offer placements to children of staff. The students are allocated to a Team Leader who should assign them to a Class Teacher. The students should be encouraged to become involved with a wide range of classroom activities.

Before they start, the students should ring the SBM, who will suggest that they arrive by 8:40am and should finish around 3:30pm. They should sign in at reception every day and wear a Loddon visitor badge. They should be advised to bring a packed lunch or pay for a school dinner.

Their school tutors may come to see them and may ask to see the Class Teacher they are working with while they are here.

GCSE students (*placement organised by Foundation Stage Manager*)

Tutors contact the Foundation Stage Unit Manager directly to arrange placements for students studying GCSE in Child development.

MFL student teachers (*placement organised by MFL subject leader*)

Tutors contact the MFL subject leader directly to arrange placements for French exchange students studying teaching English

NVQ/CACHE placements (*placement organised by Deputy Head*)

We are pleased to be able to support students doing volunteer work experience as part of a CACHE/NVQ or equivalent. Students who would like to be part of our work experience program should

- Read the Loddon Primary TA level 1 job description and person specification (we would expect students applying for NVQ work experience at Loddon to be suitable for similar posts when they have completed their course)
- Complete the support staff application form available on Wokingham Borough Council website and send it to the school (electronic format is fine)
- Provide the names of 2 referees on the form
- Write a covering letter which includes
 1. Which course they are doing
 2. How many hours they need to work
 3. Which ages of children they would prefer to work with (students may not be placed in their own child's year group)
 4. What the school will be expected to do (eg will a mentor need to be provided, will a staff member have to sign off activities)
 5. How often the college tutor will come in

Applications should be addressed to Deputy Headteacher c/o School Office

Applications will be accepted as they appear and shortlisted applicants will be called for interview. Applicants must bring their a copy of their college course outline and the college expectations of the work experience placement with them to interview

All offers of NVQ work experience placement are subject to an Enhanced DBS clearance and satisfactory references. We are not able to offer any financial support either as a salary or in course fees.

Pre Teacher Training experience (*placement organised by Initial Teacher Training Co-ordinator - ITTCo*)

We are pleased to be able to offer placements of up to two weeks observation to graduates accepted onto or applying for a Teacher Training course. Graduates contact the ITTCo who will arrange a suitable class or classes for them to observe. We can accept up to a maximum of two students at a time. **Since the placement is so short they will not normally have a DBS and must not be left alone with children at any time.**

Applications should be addressed to ITTCo c/o School Office

Loddon Primary: Trainee teachers

All trainee teachers are treated as a member of staff and are welcome to come into the staff room. Their mentor should ensure they have been briefed on Health & Safety procedures (first aid, fire etc) and child safeguarding when they start.

All trainee teachers must follow the safeguarding arrangements described above.

All trainee teachers must comply with school Health and Safety Regulations when on the school site or on a school trip (see section on Health & Safety above)

PGCE/ BEd Trainee teachers

(placement organised by ITTCo and Headteacher)

Students from Reading University are arranged through the Primary Schools Partnership Programme (or the equivalent if they come from another partner university). The Head Teacher and ITTCo decide how many students and of which type can be placed and whereabouts in the school. When actual student placements are confirmed, the ITTCo will allocate a mentor and a class to each one. They should not be placed in a class containing a close friend or relative. The University tutors visit the school regularly. The students should complete the student details form, appendix 2 (filed in the SBM's work experience file). All students will be expected to have an enhanced DBS check (arranged by their university) and to read and sign the "Keeping Children Safe: Important Information for Volunteers and Students working in School".

School based Teacher Training

(recruitment and placement organised by ITTCo and Head teacher)

The program requires a great deal of time and effort from the school, through mentoring, tutoring, observation, assessment, guidance and support, on a continuous basis, usually leading to the qualification of a very effective teacher. However, this does represent a considerable investment in the profession on the part of the school and as such we have created quite a rigorous application procedure.

Applicants must:

- Complete the teaching application form available on the Wokingham Borough Council website and send it to the school (electronic format is fine)
- Provide the names of 2 referees on the form
- Ensure that they have all the relevant qualifications and paperwork to be accepted onto the teacher training course with their chosen provider
- Be eligible to work in the UK

Applications will be accepted as they appear and shortlisted applicants will be called for interview. Students on a School based teacher training program are paid members of staff and must follow all the school policies including those for personnel, Health & Safety and safeguarding.

**APPENDIX 2: Loddon Primary Student Details
(for completion by all work experience students and trainee teachers)**

Name of Trainee: _____ Date of Birth: _____

Other names known by (including maiden names): _____

Address: _____

_____ Postcode _____

Phone: _____ Email : _____

What skills / areas would you like to help with in school? _____

Are there any particular age groups / classes you would like to work with? _____

Next of kin (to be contacted in the event of an emergency)

Name _____ Telephone _____

Relationship to Next of Kin _____

Do you have any disabilities / other needs we need to take into account when working as a
Volunteer in school? _____

Name of training organisation _____

Name of program _____ Expected finish date _____

Name of Program Tutor _____ Telephone _____

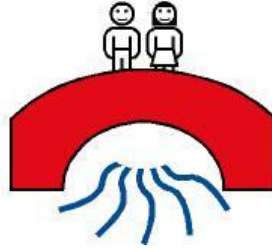
Signed: _____ Date: _____

For school use

Name of Mentor / classteacher _____ Date started _____

- DBS received (if applicable)
- Keeping Children Safe:
- EV4 completed (volunteers drivers only)

Loddon Primary School



Keeping Children Safe:

Important Information for Volunteers and Students working in School

The school has a duty to ensure that all volunteers and visitors coming into direct contact with pupils are clear about what constitutes appropriate behaviour and boundaries

Appropriate Behaviour in School

At all times, volunteers and visitors are required to work with children in the same way that teachers and other professionals are required to do. Volunteers and visitors should avoid:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- intentional access to sensitive information
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties as a result of getting to know them in school

What to do if you are worried about a child

If you have any reason to think that a child may be suffering, or may be at risk of suffering, significant harm, you must tell the Head Teacher. In her absence, you should tell the Deputy Head Teacher or Inclusion Leader about your concern.

What do I need to report?

- Anything a child says that could mean the child has been harmed in some way, or is at risk of harm
- Anything another person (adult or child) mentions to you that could mean a child has been harmed in some way, or is at risk of harm
- Any injuries you notice on a child that appear to be non-accidental
- If a child makes a direct allegation or implies that they have been abused
- If a child makes an allegation against a member of staff

How should I report my concern?

- You should ask in the school office to speak to the Head Teacher, Deputy Head Teacher or Inclusion Lead. If you explain that you are worried about a child you will be seen immediately.
- You will be asked to complete a simple form to record your concern.

