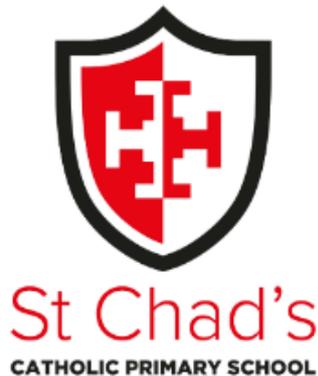


ST. CHAD'S CATHOLIC PRIMARY SCHOOL

*At St Chad's we are part of Gods family. *We learn from Jesus' teachings in the Gospel *We love Jesus and love each other with all our hearts *We show kindness to everyone just like Jesus did.*



VOLUNTEER, STUDENT PLACEMENT AND WORK EXPERIENCE POLICY

Date of review: February 2024

Date of next review: February 2026

Reviewed by: Mandy Grubham

Introduction

Volunteers, Educational and work experience students at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers and applications for placements from the local community.

Our Volunteers include:

- Members of the Academy Committee
- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local Community Police Officers
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children*
- Undertaking art & craft activities with children
- Supporting or running after-school clubs
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, should approach the Head of School or Executive Principal directly.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

Any volunteer who takes part in an Educational Visit must complete the Off-site visit agreement St Chad's Catholic Primary School Volunteer, Student and Work Experience Policy

(Appendix 3).

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school ethos.

**Student Placement (Trainee teachers and work experience) & Educational Placements:
School / college work experience:**

Preference is given to Bishop Milner College students (being part of St. John Bosco MAC.)
The school has limited capacity to offer work experience placements.

Placement as part of a course:

Students requesting a placement which is part of their course / training will be required to produce a DBS from their college or university. If they require a separate DBS this will be chargeable.

Aims

- To provide high quality Initial Teacher Training (ITT) and work experience that will give students the experiences necessary to pursue a career in education or childcare.
- To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.
- The student placement coordinator, the student and the training provider will work collaboratively to fulfil these aims. St Chad’s Catholic Primary School Volunteer, Student and Work Experience Policy

Roles & Responsibilities

Training provider	Student Placement Coordinator (Tara Polito)	Student
<p>Apply on student’s behalf for Enhanced CRB disclosure.</p> <p>Communicate with school regarding the student’s expected duties and commitments.</p> <p>Ensure adequate insurance is in place.</p> <p>Conduct own Health & Safety checks.</p>	<p>Manage communications between the schools and the ITT provider/Secondary school. Offer or decline placements to work experience students after initial meeting, subject to Enhanced CRB disclosure and photo ID being received prior to requesting.</p> <p>Attend induction session/s or training.</p> <p>Hold induction meeting with student to be shown around school and briefed on professional conduct, and discuss Health & Safety and Safeguarding policies</p> <p>Monitor the progress of the training plan and responding</p>	<p>Present current, clear Enhanced CRB disclosure and photographic ID.</p> <p>Communicate with school and training provider to inform of absences or changes to routine.</p> <p>Arrive punctually and neatly presented.</p> <p>Conduct themselves in a professional manner and maintain a professional, fair relationship with children.</p> <p>Inform class teachers in advance of any additional duties required such as observations or reports.</p>

	<p>positively to any issues that arise.</p> <p>Along with the Class Teacher, or Head of School, conduct lesson observations and feedback as set out in the Higher Education Institutions requirements.</p> <p>Brief class teachers regarding any specific needs of the student.</p> <p>☑ Ensure students receive clear instructions from class teachers regarding their role in the classroom.</p>	<p>Carry out duties as directed by the class teacher or student placement coordinator.</p> <p>Follow the example set by the class teacher and act as a role model for children.</p> <p>Read and follow current Health & Safety, Safeguarding and Child Protection policies.</p>
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Confidentiality

Volunteers and students in school are bound by a code of confidentiality. Any concerns that volunteers or students have about the children they work with/ come into contact with should be voiced with the Class Teacher and not with the parents of the child /persons outside school.

Comments regarding children’s behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers and students who are concerned about anything another adult in the school does or says should raise the matter with the Head of School.

Supervision

All volunteers and students work under the supervision of the Class Teacher of the class to which they are assigned, with the Head of School having overall responsibility. 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. Volunteers and students 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.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers and students are clear about emergency procedures (e.g. fire alarm 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/Head of School.

Child Protection

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

- All Volunteers and students are given a copy of the Volunteer, Student Placement and Work Experience Policy and asked to sign an *Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers and students must have been Disclosing and Barring cleared). A certificate is issued to the individual to produce in school.

Complaints Procedure

Any complaints made about a Volunteer or student will be referred to the Head of School for investigation.

The Head of School reserves the right to take the following action:

- To speak with a Volunteer or student about a breach of the Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a Volunteer, e.g. helping with another activity/class
- Contact the college or university to discuss the future of the placement Inform the Volunteer that the school no longer wishes to use them.

APPENDIX 1 VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

- Name of Volunteer:
- Other names known by (including maiden names):
- Address:
.....
- Phone Number :
- What skills / areas would you like to help with in school?
.....
- Are there any particular age groups / classes you would like to work with?
.....
- Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*
.....
.....
- Thank you for taking time to complete this Volunteer Information Sheet.
- Please hand it to the academy operations manager at the school
- Your offer of help is appreciated and we will be in touch shortly.

APPENDIX 2 VOLUNTEER and STUDENT PLACEMENT AGREEMENT

- Thank you for offering your services as a Volunteer at St Chad's Catholic Primary School or choosing us for your student placement.
- Your application is appreciated and we hope that you will gain much from your experience here.
- Please read and sign this Agreement Sheet and hand it in at school.
- You will receive a copy of it for your records.
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as

Confidential

- I understand that I am required to undergo a Disclosing and Barring check to advise the school of my suitability as a volunteer.
- When you receive a DBS Certificate, please hand it to the school and a copy will be made for the school records.

Signed: _____

Name: _____

Date: _____