

Whitwick St. John the Baptist C.E. Primary School

Volunteers and Students Policy

Agreed by Staff: **October 2024**

Agreed by Governors: **October 2024**

Signed (Chair): _____ Date: _____

The school often has applications for voluntary work for work experience and students studying childcare. Other volunteers such as college students studying for qualifications outside of childcare (students studying social studies etc) but wishing to add 'volunteer work' to their CV are also considered. The school also welcomes parent volunteers.

Prior to the beginning of any placement the school will carry out / have evidence of the following:

- DBS check
- Completed childcare disqualification questionnaire
- Proof of right to work in the UK
- Up to 2 character references (if applicable, this is not always possible for students)
- Sign a declaration form stating that:
 - The "Keeping children safe in education" document has been read and understood.
 - The volunteers handbook has been read and understood.
 - Safeguarding training is up to date and whether an overseas check is required.

The Volunteer co-ordinator (currently Mrs Wilson) will then carry out a formal induction, including safeguarding with the individual.

The school openly encourages volunteers to gain experience in childcare work by having placement opportunities at the setting. This opportunity is vital as such experiences are needed to give the starting point to obtain employment working with children. In essence everybody needs somewhere to start. What is more important is the process that volunteers go through during their placement. The school believes the following should occur to ensure a positive and supportive voluntary experience.

The following statements are guidelines for staff and parents regarding volunteers and Students with placement.

- Students / helpers are required to sign in and out of the premises daily for fire risk purposes.
- Students / helpers will be given an induction on their first day that will include Health and Safety.
- At no time will the student / helper be left alone on the premises.
- Students / helpers will work with the children only under the supervision of a member of staff.
- Students / helpers with sickness and diarrhoea or any contagious disease must not attend whilst ill and must not return to the placement until two full days after recovery.
- Students will follow additional guidance with regards to illnesses e.g Covid 19.
- No kitchen work will be carried out by the student or helper unless training is undertaken beforehand.
- Students / helpers may help with cookery demonstrations.
- Students / helpers will not be involved in dispensing medication or administering first aid.
- Students / helpers will not toilet or bathe children.
- Students / helpers will not enter pool areas unless fully supervised.
- Students / helpers may use equipment such as a photocopier or laminator after instruction.
- Students / helpers are reminded that they should not allow anybody onto the premises but notify a member of staff if someone wishes to enter.
- Students may assist on educational trips / visits off site.
- It is not permitted for students / helpers to take photographs or images by any method on this placement without the permission of a supervisor.
- Students / helpers will not lift heavy weights but manual handling training will be provided for lighter weights if required.
- Students / helpers must be aware of potential slip and trip hazards around the workplace.
- Students / helpers are reminded that exposure to sunlight can be harmful and they should take all necessary precautions if working outdoors to wear sun block, screens and appropriate clothing.
- The use of mobile phones and personal music equipment i.e. iPods, Walkmans etc. are not allowed during working hours without prior approval of the supervisor.
- In line with current laws, smoking is not permitted on the premises or within the grounds and employers are reminded that students under the age of 18 should not be smoking on placement.
- The number of hours worked by the student should not exceed 37 hours per week (standard 7-8 hour day).
- Students / helpers are classed as employees for Insurance purposes and will be subject to Health and Safety regulations that legally require them to take proper care

of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety.

- Students / helpers must NOT enter areas designated as off limits or use / interfere with equipment also considered as off limits.
- Students / helpers may not be supervised at lunch time and may leave the premises.

Travel arrangements to and from the placement are the responsibility of the student.

ALL VOLUNTEERS

All persons volunteering must abide by the policies of the school and maintain its standards. Particular importance is placed on confidentiality and safeguarding children. All volunteers are given information about what is and isn't allowed, along with health and safety including fire evacuation.