



# Glen Hills Primary School

## Work Experience and Volunteering Policy

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Dated: 08.11.20

### **Principles**

Glen Hills Primary School values the role of volunteers and work experience (students) in supporting our pupils to achieve their best.

- The school endorses the view of the DfE that the main purpose of volunteering and work experience placements should be as a means of achieving learning outcomes for pupils.
- Work experience students and volunteers will be supervised by a competent, responsible and experienced person.
- Work experience and volunteers will be given an induction prior to starting their role in our school, which will include health and safety, safeguarding and protocols within the school.
- All volunteers and those on work experience and who volunteer will receive a copy of the Safeguarding in Education Induction leaflet in addition to the Safeguarding and fire procedures in school Information for visitors' document. They will also be asked to sign appropriate documents (such as the I.T. Acceptable Use Policy for Staff and Volunteers)
- Glen Hills Primary School accepts its responsibility for a duty of care for young people on work experience (induction of students will follow the induction checklist for 'New Staff/Volunteer Checklist' document)
- Work experience will be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

### **Volunteering to work with pupils at Glen Hills Primary School**

To build community links, the school appoints a number of volunteers each academic year to support teaching and learning and improve pupil outcomes. These opportunities may include: listening to readers, sharing skills with small groups of pupils or classes e.g. vocations, cooking, crafting, sports etc., supporting in leading a group on school trips or residential.

### **How to become a volunteer at Glen Hills**

The school communicates through newsletters and SchoolPing about any requirements or needs.

- Volunteers should apply to the school office
- It is the school's policy not to place volunteers in the same year as their child/ children or family member (where possible – this is not always possible on trips when parents are requested to volunteer their support).

- Volunteers will be required to provide the office with ID, self-disclosure and documents for their DBS check before attending their induction.

### **Induction**

On being successful, volunteers will be invited to an induction meeting. New volunteers will only be begin their placement following an induction. During the induction session, volunteers will meet the Senior Leadership Team who will discuss the roles, school procedures and deliver safeguarding and health and safety training.

### **Procedures**

Volunteers should:

- Wear a volunteer lanyard or visitor badge at all times (provided by the office) and expect staff and pupils to challenge them if they are not.
- Support the staff to ensure the safe exit of pupils and themselves from the building to the evacuation points, on the sounding of the fire alarm.
- Not administer First Aid to any pupils.
- Ensure they report any safeguarding concerns immediately to a member of the safeguarding team.
- Ensure they follow the school dress code.
- Ensure that they do not work alone with any pupils at any time. School staff should always be present.

