

Morecambe Road School

Visitor, Volunteer and Placement Policy

June 2023



Introduction

Morecambe Road School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

Parents, education specialists from local networks, students, teachers and community members make visits for meetings, Without Prejudice Visits, educational groups, workshops and volunteering opportunities.

We welcome volunteers throughout the academic year. We find that our volunteers 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 from the local community.

We support a variety of placement opportunities including students from the local college, high school work experience and teaching practise.

Visitors

- Visits to the school would usually be made by prior appointment.
- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear the provided lanyard with their visitor sticker displayed at all times.
- All visitors will be made aware of emergency procedures by a member of staff supervising their visit.
- All visitors should return their lanyards and sign out at the end of their visit.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from a member of the Senior Management Team before any agreement is made.

Volunteers

Anyone wishing to volunteer at our school should, in the first instance, contact the Assistant Headteacher to arrange a discussion/meeting.

All volunteers must undergo an Enhanced DBS check prior to starting to volunteer. The original DBS certificate must be presented for inspection on first day at the school.

Volunteers will complete an Induction with the Assistant Headteacher on the first day.

The type activities that volunteers may engage with include:

- Listening to children read
- Working with small groups of children
- Working alongside individual children
- Supporting an intervention
- Assisting the class team with daily activities
- Joining staff on the playground/supervising children during break times
- Accompanying school visits

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Placements

Morecambe Road School works closely with local schools, colleges and universities to support student placements. Placements should be arranged via the Assistant Headteacher.

Confidentiality

Volunteers and students on placements in the school are bound by a code of confidentiality. Any concerns that volunteers/students have about the children they work with/come into contact with should be voiced with the class teacher or a member of SMT 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/Students who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Safeguarding/Child Protection

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

- All volunteers/students on placement have been cleared by the Disclosure and Barring Service (DBS). A DBS certificate is issued to the individual to produce in school.
- If a child discloses something, this information should be shared promptly with the Headteacher, Deputy Headteacher or Assistant Headteacher(s). The Headteacher, Deputy Headteacher and Assistant Headteacher(s) are all DSLs (Designated Senior Leads for Safeguarding) for our school.

Supervision

All volunteers / students on placement work under the supervision of the class 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/ students on placement should have clear guidance from the teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers/ students on placement 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 available to all visitors in the school. All volunteers / students on placement are given a Health & Safety Induction by the Assistant Headteacher.

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Class teachers ensure that volunteers / students on placements 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 / students on placement, as with any visitor in school, have a responsibility for theirs and everyone else's health and safety, and need to exercise due care and attention and report any obvious hazards or concerns to the Assistant Headteacher.

Complaints Procedure

Any complaints **made about** a volunteer / student on placement will be referred to the Headteacher and Assistant Headteacher. Any complaints **made by** a volunteer / student on placement will be referred to the Headteacher / Assistant Headteacher or Chair of Governors if the Assistant or Headteacher is involved.

The Headteacher reserves the right to take the following action:

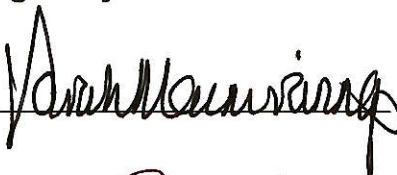
- To speak with a volunteer/ student on placement about a breach of the Visitor, Volunteer and Placement Policy Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer / student on placement, e.g. assisting with a different activity or joining another class;
- Inform the volunteer / student on placement that the school no longer wishes to use them. The full Complaints Procedure is available from the School Office.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfES or LEA.

Approved by the Full Governing Body on 21st June 2023:

Signature: (Chair of Governors)



Signature: (Headteacher)



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APPENDIX 1

VOLUNTEER / STUDENT PLACEMENT INFORMATION SHEET

Full name : _____

Other names known by (including maiden names):

Date of Birth: _____

Address: _____

Vehicle Reg: _____ Colour: _____

Phone: _____ Mobile: _____

Email: _____

Details of next of kin: _____

What skills / areas would you like to develop?

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/ on placement in school? *(Please provide details to the Assistant Headteacher).*

Thank you for taking time to complete this Volunteer/Agency Staff Information Sheet. Please hand it to the Assistant Headteacher

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APPENDIX 2

VOLUNTEER / STUDENT PLACEMENT AGREEMENT

Thank you for offering your services as a volunteer / as part of an agreed placement at Morecambe Road School. Your offer of help is greatly appreciated and we hope that you will gain a great deal of experience while you are here. Please read and sign this Volunteer / Student Placement 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 Visitor, Volunteer and Placement Policy
- I agree to support the School's Mission, Beliefs and Aims
- I agree to treat information I learn from being a volunteer/Agency staff in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer or to undertake a placement

Where a volunteering/ placement arrangement is cancelled, or an individual chooses to leave, then all authorisation or ID cards, together with any other school property, must be returned.

Volunteer

I offer my services voluntarily and unpaid at Morecambe Road School. I understand that I will work under the direction and supervision of the professional staff when working in the school. I understand that I will not discuss or disclose any issues witnessed while helping in classes. Any concerns or observations will be discussed with the class teacher or Headteacher.

I will sign in/out on each visit via the school Main Office in accordance with the fire regulations.

Work time agreed _____

Signed: _____

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Name: _____ Date: _____