

Students and Volunteers Policy

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Approved By: Strategic Board



The Blidworth and Rainworth Primary School Partnership

In the *Blidworth and Rainworth Primary School Partnership*, we recognise that qualifications, training and quality 'hands on' experience make an important contribution to the quality of the care and education we provide. We work with students and volunteers for a variety of different reasons and we recognise the mutual benefits this brings.

Please Note - Whilst we recognise the mutual benefits that volunteer and student placements can bring to the person and to the school, we make the needs of our children paramount by not admitting students/volunteers in numbers that hinder the essential work of our settings.

This policy sets out our procedures for working with volunteers and students. All volunteers and students are required to undergo a full range of safeguarding checks in line with our safeguarding policy and safer recruitment procedures.

Volunteers

Our schools use volunteers for a range of activities, including:

- Reading with children
- Working with children or small groups of children on tasks planned by teachers
- Delivering before or after school sports/activity clubs
- Supporting with school trips and visits
- Transporting pupils to events

Volunteers can be recruited at any time. However, we do proactively try to recruit volunteers at the start of a school year, particularly for things like school trips, in order to provide equal opportunity for all.

We aim to ensure that any volunteers to our school feel that their experience is a worthwhile, rewarding and valuable use of their time. However, it is also essential that our volunteers are capable of undertaking any tasks they are volunteering to do, and that they are persons deemed appropriate to be working with children. To ensure the above, we undertake the following process for the recruitment and deployment of volunteers:

- All volunteers must be aged 18 or over.
- All volunteers must complete an application form (Appendix 1: Volunteer Application Form). This is an online form but paper copies can be requested from the school office.
 - Please [Click Here](#) to access the Application Form
- Once an application form is received, it is assessed for suitability by our School Business Management (SBM) team. Volunteers will be contacted to discuss the application, if appropriate.
- We require volunteers to provide at least one suitable referee to provide a reference to the person's character and suitability for volunteering in a school.
 - Please [Click Here](#) to access the Reference Form
- Unsuccessful volunteer applicants will be contacted to discuss the reason an application has been unsuccessful.
- All successful volunteer applicants are required to provide identification to undergo a satisfactory enhanced DBS check, with barred list check, and could be subject to overseas checks if necessary. The school will conduct these checks unless the volunteer is already a part of the DBS update service.
- The School Business Management team will complete a Risk Assessment (Appendix 2) based on the volunteer's character, skills, experience and any references, to determine the volunteer duty they will undertake and the level of supervision they may require.

The Blidworth and Rainworth Primary School Partnership

- Before starting their volunteer role, a full induction (*Appendix 3: Volunteer and Student Induction Pathway*) will be provided which will include:
 - how our school is managed
 - where to find key policies and procedures
 - health & safety information
 - safeguarding training and information
 - information on confidentiality and data protection (*Appendix 4: Confidentiality Declaration*)
- Initial induction is followed up with a meeting after two weeks to discuss any further support and training that is required.
- All volunteers will be given a suitably qualified line manager, as decided by the School Business Management team, to supervise and support their voluntary role.
- On starting their role, volunteers will be closely supervised and monitored by their line manager until they are deemed capable, and they feel confident in delivering the role independently.
- The line manager will make the decision on the level of supervision the volunteer requires. If correct supervision is unable to be given to a volunteer when completing their role (eg, due to absence of the line manager), then the volunteer's role should be cancelled for that session/day/week. Volunteers should be given as much notice of this as possible.
- In line with our school's safeguarding policies, concerns or complaints relating to volunteers should be reported to our DSL or a member of the senior leadership team immediately so that the necessary action can be taken. Any Low Level Concerns and/or any Allegations of Abuse will be recorded and reported in line with our school's existing procedures. The school has the power to terminate volunteer placements at any time and without notice.

Changing Voluntary Roles

Once volunteers establish themselves at the school, they often find themselves wanting to or being asked to take on other voluntary roles. However, different voluntary roles can require different levels of skill and experience; and they can require different levels of supervision from school staff. Therefore, it is important, when volunteers change the role they were originally recruited for, that their suitability for their new voluntary role is also assessed.

Appendix 2: Volunteer Risk Assessment should continue to be used and updated to assess the suitability of a volunteer to take on different voluntary roles.

Further training and induction should be given to the volunteer, including a new line manager if appropriate, and the volunteer should be supervised in the role until they are deemed competent to complete it without direct supervision.

Further Information on Specific Volunteer Roles

- **Trips and Visits**
 - Parent/Carer volunteers on trips and visits are not placed in groups with their own child/ren. The school remains in overall care of the parent/carers child/ren on the trip.
 - Where a parent/carers is directly responsible for their child on a school trip (as decided by the trip leader) they will not be counted in ratios and will have no responsibility for the supervision of other children.
 - Trip volunteers are required to undertake a briefing with the trip leader prior to the trip.
 - **Equal Access** - A request for parent/carers volunteers for trips will be sent at the start of each school year to provide equal opportunity for all parents/carers in supporting their child's school trips. However, where spaces for trip volunteers are limited, the school will always use the volunteer deemed by the school to be the most qualified for the role (based on volunteer experience and experience of working with children in our school).

▪ **Transporting Pupils to Events**

- Where possible we use school transport or school staff to transport pupils to events.
- Occasionally, we may use volunteers to transport pupils. If this is the case, the volunteer must have undergone all of our recruitment checks above, and must provide evidence of a clean driving licence and up to date MOT for their vehicle.

Student Placements

Our schools work with students for the following reasons:

- students undertaking early years and education qualifications or training
- school pupils on work experience

We aim to provide, for students on placement with us, experiences that contribute to the successful completion of their studies, and that provide examples of quality practice in early years care and primary education.

Please Note – Our partnership supports apprenticeships and apprentices are technically students. However, we require our apprentices to be employed directly by the school and therefore they are subject to all staffing and staff recruitment policies. This policy does not apply to apprenticeships.

In order to ensure the successful placements for students and for the school, we undertake the following procedures:

- All student placements are pre-arranged between the school and the training institution, and this usually involves some form of contract or memorandum of understanding. We ensure that trainees and students placed with us are engaged in quality early years or educational training, which provides the necessary background understanding of children's development and activities.
- Our schools have long standing relationships with the following training institutions:
 - *West Notts College*
 - Early Years Student Placements
 - *East Midlands Teacher Training Partnership (EMTTP)*
 - Teacher Training Placements
 - *The Joseph Whitaker School*
 - Work Experience Placements

If you are interested in applying for a placement, please contact the institution directly or contact the school to signpost you to the correct place.

- Students are recruited by the training institution. However, the school retains the power to vet student placements and turn down or terminate student placements, including with no notice.
- A student's training institution is required to ensure all necessary safeguarding checks, in line with *Keeping Children Safe in Education*, have been undertaken as appropriate for the student's age. Where necessary, we require the student's training institution to provide the school with confirmation that checks have been undertaken before the placement can begin.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- All students are required to complete a full induction (*Appendix 3: Students and Volunteers Induction Pathway*) that includes the following:
 - how our school is managed
 - where to find key policies and procedures
 - health & safety information
 - safeguarding training and information
 - information on confidentiality and data protection (*Appendix 4: Confidentiality Declaration*)

The Blidworth and Rainworth Primary School Partnership

- Students will be given a line manager who will oversee their placement at the school and liaise with the training institution on areas of development and concerns that may arise.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Students and apprentices, over the age of 17, who are undertaking a Level 3 qualification (or above) may be considered to be counted in ratios if we deem them to be suitably qualified and experienced.
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- We communicate a positive message to students about the value of qualifications and training.

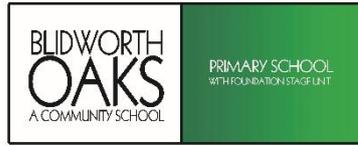
Appendix 1: Volunteer Application Form

Link to Volunteer Application Form: <https://forms.office.com/e/qw2Yx6fwAq>

Paper copies of this form can be requested from the school office.

Link to online Reference to be sent to referees: <https://forms.office.com/e/3HPsAah5Jw>

Appendix 2: Volunteers Risk Assessment



Volunteers Risk Assessment

Use this document to help assess the suitability of a volunteer once an application form has been received.

All volunteers at our school must undergo the necessary safety checks, including an enhanced DBS check.

Question	Comments
Will they have direct contact with children?	
Frequency of working directly with children?	
Age range of the children?	
Any contact with children particularly vulnerable?	
Assisting with any personal care?	
What tasks will they be doing?	
Frequency of working in the school?	
Will they be working with children outside of school hours? when?	
Will they be working with children off school premises? Where? When?	
What is the association of the Volunteer with the school?	

The Blidworth and Rainworth Primary School Partnership

How well does the school know the history of the Volunteer?	
What do you believe is their reason for volunteering?	
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?	
Can the volunteer provide a reference from someone who knows their work with children?	
Does the volunteer have a history of paid or voluntary work with children?	
Does the Volunteer have a recent DBS certificate from another role?	
Is the Volunteer currently signed up to the DBS update service?	
Are there any known or suspected concerns around working with children?	
Any other factors to be taken into account.	
Notes and Decisions	
Names of those involved in completing this risk assessment:	Date completed:

Appendix 3: Student & Volunteer Induction Pathway



Student & Volunteer Induction Pathway (including Safeguarding & Health and Safety)

This induction checklist can be used for any student or volunteer prior to taking up their role at the school.

Prior to this induction, the person will have:

- Read the school's *Safeguarding and Child Protection Policy*
- Read *Keeping Children Safe in Education - Part 1*
- Read the school's *Health and Safety Policy*

Volunteer/Student Name:	Role:	
Line Manager (the person who will supervise and oversee the volunteer/student in their role):	Induction Mentor:	
General Information		✓ or N/A
Welcome and introduce to key staff		
Signpost to school website		
Dress code		
Storage of personal belongings		
Discuss Value Points / Rewarding Children		
Behaviour system		
Discuss use of IT equipment and mobiles		
GDPR & Confidentiality (Complete Appendix 4)		
Facilities		
Discuss access to building and layout		
Discuss use of Staffroom		
Location of toilets		
Access to refreshments		
Safeguarding		
Are there any questions regarding their safeguarding reading so far?		
Train person on <i>Safeguarding Guidance for Students and Volunteers</i>		
Highlight Designated Safeguarding Leaders (DSLs)		
Discuss school child protection concern reporting procedures in respect of children. Always act in the best interest of the child.		
Discuss procedures for reporting concerns regarding other staff, volunteers, governors or contractors, or to report concerns about safeguarding practises in school - Explain duty to report Low Level Concerns. Highlight Whistleblowing Policy.		
Discuss site security - Gates. Doors, internal gates, windows, visitors		
Discuss use of school IT equipment - Filtering and Monitoring, keeping login details safe from children		
Discuss use of personal devices on premises - use of guest wifi, mobiles used in private adult only areas.		
Advised of School Behaviour Policy and Anti-bullying Policy. Advised of school Child on Child Abuse procedures to prevent bullying, cyber bullying, prejudice based and discriminatory bullying, homophobia, transphobia and racism.		

The Blidworth and Rainworth Primary School Partnership

Health & Safety	
Are there any questions in respect of Health and Safety as set out in the policy?	
Fire Safety <ul style="list-style-type: none"> • Evacuation Alarm Sound • Evacuation procedure (Signpost Policy) • Signpost general fire exits and fire extinguishers • Highlight fire drill meeting point • Fire Door Safety 	
First Aid and Medical Conditions (Signpost Policies) <ul style="list-style-type: none"> • Highlight Trained First Aiders (but all staff can give first aid) • Location of first aid equipment and medical rooms • Ensure access to pupil medical information if appropriate - Does the staff member require training on any specific pupil medical conditions or healthcare plans based on their role? • Procedures regarding dietary needs and allergies • Ensure access to Medical Tracker and instructions on how and when to use 	
How to report hazards and maintenance issues (School Office)	
Advise on good housekeeping around school - Keeping school tidy	
Safe / Unauthorised electrical equipment	
Working at height equipment and safety (Signpost Risk Assessment)	
Manual Handling - Does this role require any specific manual handling training? (either for inanimate objects - tables, parcels etc; or for children)	
Safe use of photocopier	
Personal protective equipment / clothing	
Use of hazardous substances (Signpost location of COSHH Risk Assessments)	
Reporting accidents, violence & aggression	

Does the Volunteer/Student require any further support for their role?		
Induction Follow Up		
Arrange a date (approximately 2 weeks) to follow up on induction of volunteer/students - is any further support required?		
Volunteer Signature:		Date:
Inducting Staff Signature:		Date:



Safeguarding Guidance for Students & Volunteers

When engaging with children in our schools you must:

- ensure you are within sight or hearing of a member of staff during your activity
- respect a child's right to personal privacy
- avoid any physical contact with children
- report any concerns you have about a child immediately

COMMON SIGNS OF ABUSE

Common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacking social skills, only having a few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

RECOGNISING ABUSE

A child is considered as anyone under 18 years. There are four main types of abuse.

1. Physical Abuse - when someone hurts a child or child on purpose and can include:

- hitting
- shaking
- poisoning
- burning
- drowning
- suffocating
- making a child ill.

2. Sexual Abuse - when a child is told, asked or forced to take part in sexual activities and can include:

- making them do sexual things either to themselves or with other people
- involving them in making or taking photos or videos that involve sexual activity
- making them watch sexual behaviour.

The Blidworth and Rainworth Primary School Partnership

3. Emotional Abuse – when how a child feels about themselves is impacted negatively and can include:
 - being made to feel inadequate, wrong or unhappy
 - being unfairly blamed
 - being bullied
 - being made to feel frightened or in danger
 - seeing or hearing a family member being hurt by another family member.
4. Neglect - when a child is not being properly looked after and basic needs are not being met that could damage their health or wellbeing and can include:
 - poor food, shelter or warmth
 - poor supervision or safety at home
 - inadequate clothing
 - poor cleanliness and hygiene
 - not receiving necessary medical treatment
 - not being protected from physical and emotional harm or danger.

RESPONDING TO DISCLOSURE

- Never promise to keep anything a secret.
- Let the child know that if they tell you something that you feel could harm them, or anyone else, that you have to tell someone.
- Listen to and accept what is being said, without showing emotion, and try not comment.
- Do not ask leading questions, for example, “What did s/he do next?” or, “Did s/he touch your private parts?”
- Do not give your opinion or pass any judgemental comment on what you have been told.
- Do not criticise the perpetrator; the child may care about them and criticism could be confusing.
- Reassure the child they have done the right thing in sharing with you and that they are not to blame.
- Do not make promises you may not be able to keep, such as, “I’ll stay with you”, or “everything will be all right now”.
- If the child changes their mind and decides not to tell you, please do not pressure them but still report the concern as shown below.

REPORTING A DISCLOSURE

- Write down the information as soon as possible after speaking with the child.
- Include the date, time, circumstances that led up to the disclosure, exact words or phrases used, injuries noticed/disclosed, and a brief outline of the concern or incident.
- Report your concern to the schools’ Designated Safeguarding Lead (DSL) as soon as possible:

DESIGNATED SAFEGUARDING LEADS

- **Blidworth Oaks:** Jodi Ince
- **Heathlands:** Sally Morgan
- **Lake View:** Emma Watson
- If the DSL is not available, ask to speak to a member of the Senior Leadership Team.
- Do not try to attempt to address the issue yourself.

CONFIDENTIALITY

Any information you receive from a child or member of staff **MUST** be kept confidential and not shared with anyone outside of our schools.

AFTER A CONCERN IS REPORTED

Once a concern is reported to school, the issue will be dealt with through the child protection procedures detailed in our policy.

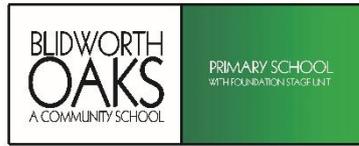
You can request an update on the outcome from the school DSL. If you are not satisfied by the actions taken, you can raise this with Shaun Walker, Executive Head Teacher.

YOUR SAFETY AND WELL-BEING

It is important to ensure your own safety – if you feel you may be at risk, please share this with the DSL when reporting your concerns.

Your well-being is important – if you feel you need to talk or would like further support after raising a concern / responding to disclosure, please speak to a member of staff.

Appendix 4: Confidentiality Declaration



During your time at Blidworth Oaks Primary School/ Heathlands Primary School/ Lake View Primary School you may become privy to information of a personal nature while carrying out your role. Blidworth Oaks Primary/ Heathlands Primary/ Lake View Primary complies fully with the Data Protection Act 2018, which makes it unlawful to disclose sensitive information about individuals without the person's prior permission.

We have a responsibility to ensure our families and staff can trust us, and so we ask that anyone who may be in a position to see or hear sensitive information whilst in school signs an agreement to say that they will not share or disclose this information to anyone outside of school. This duty of confidentiality is indefinite and continues after your involvement with the school has finished.

In line with our commitment to upholding Data Protection practices and legislation, if a visitor or volunteer does not comply with this agreement, we would not be able to accept their role within school.

For further information on the Data Protection Act or the school's Data Protection Policy, please contact the school's Data Protection Officer.

I agree not to share or disclose any personal information or data, that I may see or hear, regarding any of the children or staff at the school.

Name:

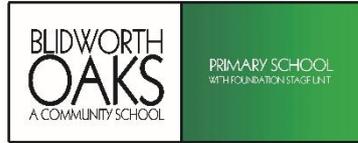
Role:

Signature:

Date:

The Blidworth and Rainworth Primary School Partnership

Image Consent Form (ADULT)



Name: _____

Post: _____

The school occasionally takes photographs or videos of adults for promotional purposes. We may like to use a photograph of you for our publications or a video of you for our website.

To comply with the Data Protection Act 1998, we need your permission before we use any images we have taken. Please complete the declaration below and return it to us.

I give permission for my image to be used by the school:

for general use

for use in school only

Signed: _____

Date: _____