

<b>Name of Policy:</b>	Volunteering and student placements
<b>Applicable to:</b>	Whole School
<b>Approved on behalf of the ELT</b>	John Bagust
<b>Effective date:</b>	February 2019
<b>Date of next review:</b>	February 2021

## Volunteering and student placement

### **NCBIS Mission Statement**

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

### **Purpose and Scope of Policy**

The school's volunteer policy is part of the schools safeguarding system and policy. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. NCBIS therefore, welcomes and encourages volunteers from the local community. Our volunteers may include:

- Members of the Governing Board
- Parents of pupils
- Ex-pupils or Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

PGCE and iPGCE teacher students

### **Links to other relevant school policies**

- Safeguarding- Whistleblowing
- Safeguarding- Child Protection
- Safer Recruitment
- Complaints

Acceptable Use Policy

### **Recruiting Volunteers**

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of NCBIS for NCBIS pupils will always be a priority.

Senior Leadership maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Assisting on Educational Visits
- Leading/Supporting ECAS

All adults / Young People 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 aims and educational purpose following our staff code of conduct.

### **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 pupils read, usually approaches the head teacher, senior member of staff or class teacher directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (Appendix 1) with a covering letter requesting interest.

(Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### **Child Protection and Safeguarding**

AT NCBIS safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and adults and expect our volunteers to share that commitment.

The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept with HR- this will be kept up to date and the responsibility of the Primary and Secondary Office Managers. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our frequent volunteers must have a police check
- Volunteers agree to the visitors code of practice daily when they sign the visitors book at reception

### **Online Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy and adhere to the Acceptable Use Policy which is available from the main office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children

### **Frequent or Intensive Volunteers**

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).
- Volunteers who are frequent or intensive need a police check. If a volunteer does not have a police check they should not under any circumstances be left with a child alone.
- Where a volunteer –is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

### **Access to school systems for PGCE and iPGCE teacher students**

PGCE or iPGCE students who are doing their school placement and have an agreement between NCBIS and their university, maybe given a school email, have access to the school email as well as SIMS (School Management Information System) in order to fulfil their student teaching needs.

Access is only given after:

- the agreement between the University and NCBIS has been completed;
- the student teacher has a valid police check;
- the student teacher has received induction on the NCBIS safeguarding policies as well as other key policies such as teaching and learning policy, staff code of conduct, lock-down & emergency fire procedure and the behaviour policy;
- the induction will also include an introduction to NCBIS IT systems as well as expectations in the classroom as well as curriculum and planning procedures;
- signed the AUP to state agreement and understanding of the policy;
- the student teacher has signed a confidentiality agreement.

Student teachers will only be allowed access (as part of our data protection impact statement / policy) to data that is needed.

### **Volunteers for school visits**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Process for recruiting volunteers who will be working frequently or intensively

A) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 with a supporting covering letter and return.

B) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

- C) Police checks will be undertaken
- D) The volunteer will be made aware of the role and responsibilities they will be undertaking.
- E) Induction- school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy.
- F) Volunteer records to be kept by HR

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this agreement. The school will seek police check clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

### **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a school leader.

### **Complaints Procedure**

Any complaints made about a volunteer, should follow the schools complaints policy which is found on the school website.



**APPENDIX 1  
 Volunteer Application Form**

Date \_\_\_\_\_  
 Name \_\_\_\_\_

Address

\_\_\_\_\_  
 \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Previous Volunteer Experience**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Occupation (Past occupation if retired):

\_\_\_\_\_

Other information that will help us make a good match (such as education, general interests/hobbies)

\_\_\_\_\_  
 \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

Availability and Volunteer Preferences - please circle/highlight all that are applicable:

I Am Available: Mornings (Sun-Thurs) Afternoons (Sun- Thurs)  
 Once A Week, More Than Once A Week, I could help more Than One Person: Yes No  
 Have you ever been convicted for violation of any laws? Yes No  
 If yes please provide further information.

Do you have any physical condition that may limit your activities? Yes No

If Yes, Describe: \_\_\_\_\_

Who To Notify In Case Of An Emergency?

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **APPENDIX 2** **Volunteer Agreement**

Thank you for offering your services as a volunteer at NCBIS. Your offer of help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand it in at the Primary or Secondary Office. You will receive a copy of it for your records.

- I will follow the NCBIS Child Protection and Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims I will follow the Visitors Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that a volunteer risk assessment check will be undertaken, and a police check may be asked for. (If you already have a police check, please hand it to the school.)
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the Online Safety Policy
- I am aware of the schools Safeguarding procedures and who are the Designated Safeguard Leads.

Name:

Signed:

Date:

## **APPENDIX 3**

### **Volunteer Off-Site Agreement**

#### **Off-Site Visits Volunteer Agreement**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

#### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

Working alongside school staff School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

### **APPENDIX 3 : Volunteer Off-Site Agreement Continued...**

#### **Emergencies**

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

#### **I have read the Volunteer Policy**

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

**Name:**

**Signed:**

**Date:**

## **APPENDIX 4**

### **Visitors Code Of Conduct**

#### **Visitors code of conduct**

All visitors and school volunteers must: All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the schools Policies which are available from the office manager of the Principal.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear a visitors badge at all times.
4. Report any breakages or accidents to the relevant office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the Designated Safeguard Leads.
6. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
7. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Designated Safeguard Lead.
8. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
9. All visitors should be aware that NCBIS has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school website or at the main office.
10. Clothing should be respectful of pupils, staff and the working environment and community.

**In signing the visitors' book you are agreeing to the above code of conduct.**