



Work Experience & Volunteering Policy 2024 _{v1}

This policy was agreed by the Governing body on 1st July 2024 and will be reviewed as required.

Signed: _____ Chair of Governors

Date: _____

Non-Statutory Policy

Principles

Newcroft Primary Academy 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 (see Appendix 1)
- Newcroft Primary Academy accepts its responsibility for a duty of care for young people on work experience (induction of students will follow the induction checklist – Appendix 1)
- 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 Newcroft

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, Forest School, crafting, sports etc., supporting in leading a group on school trips or residential.

How to become a volunteer at Newcroft

- Volunteers should apply to the school office, using the form in Appendix 2. Applications will be considered by the school's leadership team and will be based on need and suitability for the role.
- It is the school's policy not to place volunteers in the same class as their child/ children or family member.
- Volunteers will be required to provide the office with id, self-disclosure and documents for their DBS check before attending their induction. This is in line with the Trust's safer recruitment policy and procedures.

Induction

On being successful, volunteers will be invited to attend an induction with a senior leader and designated safeguarding leader. New volunteers will only begin their placement following their induction.

During the induction session, the induction leader will discuss the role, school procedures and deliver safeguarding, guidance for safer working practice and health and safety training.

Procedures

Alongside the procedures in the volunteer handbook, volunteers should:

- Wear a volunteer lanyard 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.
- Ensure that they do not work alone with any pupils at any time. Newcroft staff should always be present.

Appendix 1

Work Experience and Volunteer Induction Checklist

General Induction/ Workplace Orientation	
School Tour including adult toilet facilities	Tick box below when complete:
General Fire/ emergency procedures	
Conduct and dress code	
Car parking	
The School Day (times)	
Senior Leadership Team / staff roles in school	
Health and Safety / DSE (if applicable)	
Attendance and Absence procedure	
Site Security	
Security of personal belongings	
Communication/messages (text/email) Social Media	
Non-smoking site	
Food/drink facilities/break times	
Work Experience and Volunteering Handbook	
Lanyards and signing in and our procedures	
Safeguarding	
Safeguarding procedures and reporting	Tick box below when complete:
Confidentiality	
SLT Staff ICT acceptable use policy	
Working with pupils under supervision	
Your Volunteering Role	
	Tick box below when complete:
Role specific information	
DBS checks and references	
Policies Related to Your Volunteer Role	
Handouts given:	Tick box to show all policies have been discussed, read and understood:
• Part 1 of Keeping Children Safe in Education	
• Safeguarding Policy	
• Work Experience & Volunteering Policy	
• IT Acceptable Use Policy	
Other policies to read, accessible on the website:	
• Low level concern policy	
• Health and Safety policy	
• Guidance for safer working practice	

Please date and sign below to show that a full induction has taken place and all relevant policies have been shared:

Date	
Signature of volunteer/ work experience	
Signature of SLT	

Appendix 2

Work Experience and Volunteers Application Form

Newcroft Primary Academy is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

Personal Details:

Surname:	
First Names:	
Title:	Mr / Mrs / Miss / Ms / other
Maiden name or previous names:	
Address:	
Email address:	
Home phone number:	
Mobile phone number:	

Skills and Interests that you could offer to our school:

Please provide details of any volunteering experience or any previous employment you have:

What skills or interests would be able to offer? (e.g. reading, cooking...)

Are you applying for or studying for a course at present? If so please provide details.

Your availability (please tick as appropriate)

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Flexible		

Further Personal Information:

Do you have children (or children of family) who attend Newcroft Primary Academy? If so what are their names & classes?	
Do you have any disabilities / other needs we need to take into account when you are in our school?	

Safeguarding Vulnerable Groups:

Do you have a DBS certificate?	Yes / No
Certificate No:	
Date:	Issued by:
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	

References:

Please provide the name and contact details of 2 people who can provide you with a reference:

Reference 1	
Name	
Address	
Email address	
Capacity in which they know you	

Reference 2	
Name	
Address	
Email address	
Capacity in which they know you	

Declaration:

I declare that the information given on this application form is true and correct.	
Sign:	
Print Name:	
Date:	

Appendix 3

Code of Conduct for Those Undertaking Work Experience or Volunteering at Newcroft Primary Academy

- Work experience/volunteers will be given their full induction and training, including health and safety, guidance for safer working practice and safeguarding prior to starting their role.
- Work experience/volunteers who are working regularly at the school require up to date references and a DBS check before their placement begins.
- Volunteers who support the school on an ad hoc basis e.g. a trip, do not require a DBS, but need to complete the self-disclosure.
- All volunteers and work experience personnel should sign the staff code of conduct and ICT acceptable use policy.
- Work experience/volunteers are classed as employees for insurance purposes and will be subject to Health & 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 & Safety
- Work experience/volunteers are required to sign in and out of the premises daily for fire risk purposes.
- At no time will the student/helper be left alone on the premises.
- Work experience/volunteers will work with the children only under the supervision of a member of staff.
- Work experience/volunteers with sickness should report their absence to the relevant member of staff who is managing their placement at the school.
- Work experience/volunteers may help with cookery demonstrations.
- Work experience/volunteers are reminded that they should not allow anybody onto the premises but notify a member of staff if someone wishes to enter
- Work experience/ volunteers may assist on educational trips/visits off site.
- It is not permitted for work experience/volunteers to take photographs or images by any method on this placement without the permission of the supervisor and DSL.
- Work experience/volunteers must be aware of potential slip and trip hazards around the workplace
- Mobile phones may be used at break and lunchtimes but not in classrooms or learning areas of the school.
- The number of hours worked by the student should not exceed 37 hours per week (standard 7-8-hour day).
- Work experience/Volunteers should not work alone with pupils at any time and should be supervised by a member of staff.
- Newcroft is a non-smoking site.

Date	
Signature of volunteer/ work experience	
Signature of SLT/ supervisor	