



Pilgrims School

Student & Volunteer Policy

September 2020

Next review date: September 2021



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.

Introduction

Volunteers can bring a range of skills and experience that can enhance the learning opportunities of children at school. We welcome and encourage volunteers from the local community. Our Students and Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- School students on work experience
- School students working on their Duke of Edinburgh Awards
- Students undertaking training towards and educational qualification (eg TA, EY Practitioners)
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school community

The types of activities in which Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils who have been identified by the SEN team as needing additional support
- Providing positive role models and one to one support
- Activities organized by the PTA (Pilgrims' Parents)

Safeguarding

Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all students and volunteers to share this commitment.

Volunteers (Unsupervised)

Volunteers who may be unsupervised in their work will require references and an enhanced disclosure certificate and will also require a Children's Barred List check if they meet the definition of '*regulated activity*'.

The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) regular* work in schools with opportunity for contact with children. Not work by supervised volunteers.
- (ii) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for

children, if done regularly* (see below)

(iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; Applies to any child, even if done only once. *(No volunteers at Pilgrims are ever asked to undertake personal care).*

Volunteers (Supervised)

Volunteers who will have supervised access to pupils, including parent helpers and partners of teachers will not require references or an enhanced disclosure from the DBS or a check of the Children's Barred List. All volunteers whether supervised or unsupervised on residential trips must have suitable references and an enhanced disclosure from the DBS.

Becoming a Regular* Volunteer

Anyone wishing to become a regular* volunteer should, in the first instance, contact Mr Webster, the Student and Volunteer Co-ordinator (main school), or Mrs Smith, Manager of Little Pilgrims, who will consider the request and liaise with other members of staff as to where the volunteer will help. Once approved the applicant is then referred to Mrs Courtney and will be asked to complete:

- An application form (references will be applied for)
- A Disclosure and Barring Service (DBS) application form

Following DBS clearance and receipt of two successful references, the student or volunteer will be asked to come into school for an induction meeting with Mr Webster, or Mrs Smith, Little Pilgrims Manager.

This meeting provides an opportunity for questions to be asked and for the school to familiarise the volunteer with the school aims, values, expectations and policies and procedures for:

- Safeguarding
- E-Safety
- Social Networking
- Confidentiality
- Health and Safety
- Behaviour Management
- Aims of the School

The volunteer must sign the induction agreement which sets out the school's expectations of volunteers and asks them to confirm they have received a copy of relevant policies and information.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher 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 who are concerned about anything another adult in the school does or says should raise the matter with Mr Webster or one of the Designated Safeguarding Leads.

Supervision

All volunteers 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 should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers 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. In Little Pilgrims all volunteers work under the direct supervision of Early Years Lead Practitioners who will give them clear guidance on the children's activities.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to

Volunteers working in the school. Class Teachers ensure that Volunteers 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 need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of School.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher for investigation. The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class.
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out in the School Handbook (available from the School Office).

Monitoring and Review

This Policy be reviewed bi-annually and updated in the light of new guidance from either the DfE or LEA. It has been written in line with the Harpur Trust Volunteer Policy.

*For the purpose of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' and these are defined together as follows:

- frequently (once a week or more often),
- or on 4 or more days in a 30-day period,
- or overnight (between 2am and 6am).



Pilgrims School

Student & Volunteer Induction Pack

September 2017

Next review date: September 2018

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Welcome

Thank you for giving up your valuable time to help at Pilgrims Pre-Preparatory School. Volunteers are a great asset to the team and can play an important role by offering commitment, energy and enthusiasm to a wide range of school activities, both inside and outside the classroom.

Volunteers at Pilgrims are valued as an important resource, providing the very best support, care and education to all children at all times. Pilgrims' vision is to **'inspire a love of learning'** underpinned by three key shared values; **Curiosity, Kindness and Respect**. With this in mind we have and expect high professional standards and it is important that all staff understand and demonstrate these values at all times.

Please read this handbook carefully along with any corresponding documents so that you are fully aware of the school's expectations, aims, policies and procedures particularly those relating to Safeguarding.

I hope you find this information useful. However, if you are unable to find the answer to your question here, please speak to Mr Webster (main school) or Mrs Smith (Little Pilgrims).

Yours sincerely



Mrs Jo Webster
Headteacher

Vision	Pilgrims inspires each child to love learning			
Mission	Inspirational and innovative teaching	Recognising each child as an individual	Creating a stimulating environment	Developing a strong sense of community
Aims	<p>Enable all the children to reach their full potential.</p> <p>Stimulate their curiosity, enjoyment, imagination and creativity.</p> <p>Encourage the children to be confident, independent thinkers.</p>	<p>Support individual needs, recognise and enhance potential.</p> <p>Nurture children's interests and develop their ideas.</p> <p>Encourage all the children to open their minds to new opportunities and challenges.</p>	<p>Provide a safe and happy school full of rich and challenging opportunities.</p> <p>Maintain and develop the excellent facilities.</p>	<p>Create an ethos with clear expectations and shared values.</p> <p>Engage the children with the wider community to enhance their understanding of the world in which they live.</p>
Values	<p>Kindness We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy and safe.</p> <ul style="list-style-type: none"> ▪ Work together to help and support each other ▪ Consider the feelings of others in our actions and our words <p>Curiosity We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a life long love for learning and the skills to explore the world around them.</p> <ul style="list-style-type: none"> ▪ Think, ask questions, find answers and create solutions ▪ Approach each new opportunity positively ▪ Persevere even when the path seems challenging <p>Respect We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity.</p> <ul style="list-style-type: none"> ▪ Listen to and acknowledge the points of views and beliefs of others. ▪ Take pride in knowing we have tried our best ▪ Take care of each other, our belongings, our school and our environment ▪ Be truthful and display good manners at all times 			

The Core Induction Programme

For all students and volunteers

This is a limitless list which may be added to at any time. Not all information will be needed before employment commences, but should be given as needed.

Information about the post	Tick
School Aims	
Clarification of volunteers role	
Class teachers name and any other relevant staff and how to contact them	
All staff must sign in and out of school at reception and a badge must be worn at all times	
Security of equipment and buildings	
Tour of school / Little Pilgrims: location of classroom, staffroom, toilets etc.	
Documentation	
School Policy documents <ul style="list-style-type: none"> • Safeguarding • E-Safety • Social Networking • Confidentiality • Health and Safety • Behaviour Management • Equal Opportunities Policy 	
Medical emergencies	
Dietary requirements (care when handing out food)	
School diary dates	
Names of school secretaries, caretaker, catering staff	
What to do in case of personal illness or lateness, contact telephone number	
Fire drill and emergency evacuation arrangements	

Co-ordinator's signature: **Date:**

Volunteer's signature: **Date:**

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher 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 who are concerned about anything another adult in the school does or says should raise the matter with the Deputy Headteacher or Headteacher.

Volunteers are reminded that information regarding the school, staff, parents or children is confidential and should not be written about on Face book or Twitter, the social networking policy must be adhered to.

Safeguarding

At Pilgrims we work with children, parents and the community to ensure the safety and protection of all children. This is to give them the very best start in life. All staff receive regular training in safeguarding children. We have a safeguarding policy which outlines procedures and what to do if you are concerned about a child. It also includes the safe use of mobile phones.

We have an E-safety policy which informs staff about the safe use of the internet. A separate policy for allegations against staff and whistle blowing is included in our safeguarding training. Mr Michael Webster is the named person who coordinates safeguarding issues and Mrs Beth Smith takes the lead responsibility for safeguarding children within the EYFS setting. All volunteers have a duty to maintain the wellbeing of children in their care.

Health and Safety (please read this carefully)

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT / cookery equipment). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher

- **All Children are supervised at all times.**
- A fire drill is carried out once a term.
- Risk assessments must be read, signed and adhered to.
- All accidents must be recorded.
- A first aid box is available and well stocked.
- All dangerous substances and equipment must be kept out of the reach of any child.
- Children are marked in and out by register.
- All staff and volunteers must sign in and out of the building.
- Majority of the staff are CPR trained and a number of staff are fully qualified First Aiders.
- Food or drink must not be given to any children without prior discussion with the child's teacher.

Please see school policies for more information!

Fire Evacuation

On the alarm sounding, all staff must lead the children to the designated safe areas, following practised fire evacuation routes. Registers must be taken outside and recorded. No one is to return into the building until the alarm stops and they are advised to by the Headteacher or Deputy Head.

Hygiene

- Any spills of blood/vomit/bodily fluids must be reported to the caretaker
- Specified mop and bucket used in toilet area only.
- All waste food is disposed of daily.

Children's Personal Hygiene

- Children are encouraged to wash their hands after using the toilet and before meal times.
- Tissues are available and children (where appropriate) are encouraged to blow their own noses.
- Children are encouraged to shield their mouth when coughing.

Ratios

- We maintain the correct adult/staff ratios:
 - Babies – Toddlers 1:3
 - Kindergarten 1:4
 - Nursery 1:8
 - Reception 1:13
 - Year 1 – 1:20
 - Year 2 – 1:20

Dress Code

No body pierced jewellery or tattoos are to be visible at any time. Clothes and shoes must be smart, professional and appropriate. Nails to be kept short and no acrylic or false nails.

Absence

If you are unable to attend, please contact the teacher / department manager or leave a message at reception (01234 369555).

Supervision

All volunteers 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 should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers 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.

Parents

Parents are an important part of the life of the school and are regarded as partners in the children's education.

Complaints procedure

Formal complaints should be placed in writing to the Student and Volunteer Co-Ordinator who will then take necessary action.

Parking

Parking is available for all outside the main building. You are advised to keep all belongings out of sight.

Social Networking

Access to websites such as Facebook when working in school as a volunteer is not permitted. See Social Networking policy and E-Safety School Policy. The internet may be used only as part of professional activities.

Assertive Discipline

Assertive discipline – turn a negative into a positive.

To be **assertive** is to be:

- Calm
- Give praise
- Be aware
- Volume of voice - quiet
- * Use eye contact
- * Get down to child's level
- * Be consistent

Do not:

- Over react
- Show inconsistency
- Beg
- * Show emotion
- * Plead

Always try to turn a negative statement into a positive statement.

Examples:

Don't run – Walk inside please, we can run outside.

Don't pick your nose – Please get a tissue to blow your nose

Don't snatch that – If you ask nicely you can have a turn after

Don't throw sand on the floor – keep the sand in the pit so the other children have some to play with.

Don't kick the toys about – What will happen if you kick the toys? What should we kick?

SAFEGUARDING LEAFLET

Pilgrims Pre-Preparatory School Safeguarding leaflet forms part of the Student and Volunteer policy and is part of the Induction pack.

STUDENTS AND VOLUNTEERS IN SCHOOL

I have read and understood the information provided in my Induction process. I agree to abide by the school policies, procedures and guidelines outlined in the Induction pack.

NAME:**DATE OF INDUCTION:**.....

I am particularly aware of:

- Pilgrims School is committed to safeguarding and promoting the welfare of children and have completed a Disclosure and Barring Service (DBS) application form and supplied two references.
- I will sign in and out at reception and collect a visitors' badge.
- I will contact the teacher or leave a message at reception if I am unable to attend.
- I will ensure that confidentiality is kept at all times and speak to the Class teacher if I have any concerns.
- I have familiarised myself with the school's emergency evacuation procedures.
- I have received and read a copy of the safeguarding booklet.

Thank you for giving up your valuable time to help the children and teachers at Pilgrims Pre-Preparatory School. The following guidelines will ensure that your time spent helping in school will be a most positive and rewarding experience for you, the children and the teachers.

Signature: Date:

Please return the completed and signed copy to Mrs Courtney