

Stanford Infant School

*'Exploring and Learning Together,
Inspiring Each Other'*



Stanford Infant School Work Experience & Volunteer Policy

Vision

At Stanford Infant School we celebrate friendship, respect, excellent and courage. Our safe and happy learning environment engages, challenges and inspires our learners at the beginning of a journey of learning forever.

'Exploring and Learning Together, Inspiring Each Other'

Introduction

Work Experience Students and Volunteers at our school bring a wealth of skills and experience that can enhance the learning opportunities of our children. We welcome and encourage Work Experience Students and Volunteers.

Work Experience Students may be from Colleges and Universities, or ex-pupils. Volunteers may be parents/carers, part of a child's extended family, members of the Governing Body or interest Local Residents.

Work Experience Students or Volunteers may support the school in a variety of ways, including hearing children read, working with groups or individuals, or going on an educational visit.

Becoming a Volunteer

Anyone wanting to become a volunteer must contact the School Office.

The school is committed to safeguarding and promoting the welfare of children and will seek a DBS clearance check.

Confidentiality

Work Experience Students and Volunteers are bound by our confidentiality code. Any information about children, families and others within the school should be kept confidential and not mentioned outside of the school. This also applies to the use of any social networking site, such as Facebook.

Any concerns a Work Experience Student or Volunteer may have about a child must be shared immediately with the Designated Safeguarding Lead, Emma Remnant, or in her absence, the Head Teacher, Madeleine Denyer.

Work Experience Students or Volunteers who have concerns about a member of staff, must speak immediately to the designated persons above.

Mobile Phones

Phones can be brought into school but must not be used when working in class or around the school. Phones must be stored away safely until break times and/or leaving the premises. Personal cameras must not be used to photograph children. No photographs must be taken unless instructed by the Class Teacher and when using a School Camera.

Supervision

All Work Experience Students or Volunteers work under the supervision of the Class Teacher, in the class in which they are placed. Class Teachers retain responsibility for the children at all times. The Class Teacher must provide clear guidance to the Work Experience Student or Volunteer.

Relationships

Work Experience Students/Volunteers must observe proper boundaries with pupils. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If any Work Experience Students/Volunteers and pupils must spend time on a one-to-one basis, staff must ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Personal contact details should not be exchanged between adults and pupils. This includes social media profiles.

If a Work Experience Student/Volunteer is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their Line Manager or the Head Teacher.

Dress Code

Staff must dress in a professional, appropriate manner.

Outfits must not be overly revealing, and we ask that tattoos are covered up.

Clothes must not display any offensive or political slogans.

Health and Safety

The school's Health and Safety Policy is available upon request. Class Teachers should ensure that Work Experience Students/Volunteers are clear about Emergency Procedures and alert them to any potential hazards in an activity. Work Experience Students and/or Volunteers must report any Health and Safety

concerns to the Class Teacher or another member of staff immediately.

Child Protection and Safeguarding

The welfare of all our children is paramount, therefore:

- All Work Experience Students/Volunteers are DBS checked
- All Work Experience Students/Volunteers receive Safeguarding Training for the Designated Safeguarding Lead prior to working in school
- All Work Experience Students wear a Green Student lanyard and Volunteers wear a Red Visitor lanyard

visit. All children with medication in school have a Health Care Plan that is stored with their medication in a zip-lock wallet.

Any First Aid given on an off-site visit will be recorded by the First Aider in the book provided in the First Aid Bag and then transferred into the First Aid Book in the Medical Room on return to school.

ANNUAL REVIEW PERIOD

Agreed by the Governing Body: November 2017

Shared with Staff: November 2017

Review date: November 2018