



1. Rationale

Priory CE Primary School welcomes volunteers and work placement. The school strives to ensure that the benefits are maximised and the interests of the school community are not compromised. The school is a valuable community resource and each year it is approached by members of the wider community who wish to volunteer or receive a placement. We value and benefit from both and we would hope that this is mutual as being part of the school community is rewarding and provides the opportunity to develop many skills.

2. Implementation

Each request will be considered on its merits and the school's ability to accommodate the request. The final decision will be at the discretion of the headteacher.

Before volunteering or a placement can commence, the applicant must agree to be bound by the school's Code of Conduct and all our policies and procedures. You will be provided with a copy of the Safeguarding Policy and the guidance on 'Keeping Children Safe'. Other policies are available on our website or can be requested from the Headteacher or School Business Manager.

All work placements will be consistent with the guidelines and code of ethics stipulated by their educational institutions. All legislative requirements must be met and appropriate documentation submitted to the school before a placement can commence.

All work placement DBS will be checked and volunteers will need to complete a DBS check.

The work placement may be terminated at any time by the headteacher should the terms and conditions on which it was made are breached, or if the headteacher has reasonable grounds to consider it necessary for the well-being of the school community.

3. Health and Safety

Health and safety is the responsibility of everyone in the school. This applies to your own health and safety as well as that of the children. You are expected to ensure that you follow the school's Health and Safety Policy and guidelines.

There are policies and systems in place to look after the medical needs of the children. If a child needs medical attention you must seek refer them to a member of staff. First Aid can only be administered by a qualified member of staff. Lists around school and staff will advise you of the process.

4. Confidentiality and

You may hear staff discussing a range of issues; all information is confidential and must not be discussed. Staff will implement all policies e.g. behaviour management and will offer you any support and advice you need. Any incidents or issues you witness are also confidential and must not be discussed outside school. Any concerns that you have must be discussed with the teacher or headteacher.

5. Data Protection

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are stored securely when not in use.
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access
- Personal data that is no longer needed must be disposed of securely. Personal data that has become inaccurate or out of date must also be disposed of securely, where we cannot or do not need to rectify or update it.



- Personal or sensitive information which has been disclosed to the wrong or an unauthorised person(s), either electronically, in hard copy, or the spoken word, is a potential breach. On discovering or causing a breach, or potential breach, the staff member must immediately notify Lee Facey. If he is teaching notify Pam Keen or Cat Hawkesworth. If concerned, or in doubt about whether there has been a breach please report it.

6. Child Protection & Safeguarding

Priory is fully committed to safeguarding and any concerns must be referred immediately. Please read and ensure you understand the Safeguarding Policy.

Any concerns about a child should be raised immediately with the Designated Safeguarding Lead (DSL): **Pam Keen (Headteacher)** or a Deputy DSL: **Jenny Cunliffe, Emma Woolliscroft, Jackie Tindall or Becky Fairclough.**

If a child makes a disclosure, listen to them and avoid asking leading questions. Make notes as soon as you can after the disclosure and then follow the above procedure for raising concerns.

Children can be the victims of abuse by those who work with them in any setting. All allegations of abuse of children carried out by any staff member or volunteer is therefore taken seriously.

You must report concerns about the conduct of adults working or volunteering in the school if there are indications that a child or children could be at risk of harm.

Allegations of abuse made against adults working in the school, whether historical or current, should be reported to the Designated Senior Manager, Pam Keen (Headteacher). If she is unavailable report to Jenny Cunliffe or Emma Woolliscroft. It is important that you do not share your concerns with anyone else unless the Headteacher is unavailable and you are asked to do so by a member of SLT.

If the allegation is against the Headteacher, it should be reported to the Chair of Governors, Fiona Dumbelton. A member of the Office staff will provide her number. It is important that you do not share your concerns with anyone else unless Chair of Governors is unavailable and you are asked to do so by the Vice Chair.

7. Staff protocol for working with volunteers and work placement students

Volunteer Procedures

All volunteers, whether DBS cleared or not, will be issued with copies of our Safeguarding Policy, Volunteer and Work Placement Policy and Code of Conduct, Safeguarding Procedures and the Keeping Children Safe in Education document. It is important that staff support volunteers in their understanding of these documents and in implementing any guidance.

Staff working with a volunteer or work placement must understand their objectives and support them in achieving them e.g. to gain experience, to deliver activities, to read with children, to chaperone.

If a member of staff would like someone to be listed as a volunteer or to visit the school, this must be approved by the Headteacher.

Clearance

It is important that staff understand the levels of checks for volunteers and work placements and what this means regarding supervision and restrictions.

DBS Cleared Volunteers

Volunteers who have been DBS cleared can carry out “regular activities” in school, **unsupervised**. These activities include reading with the children, helping out with swimming and assisting in the classroom. They are also permitted to help out on class trips and other activities which are not classed as “regular”.

Volunteers without DBS Clearance

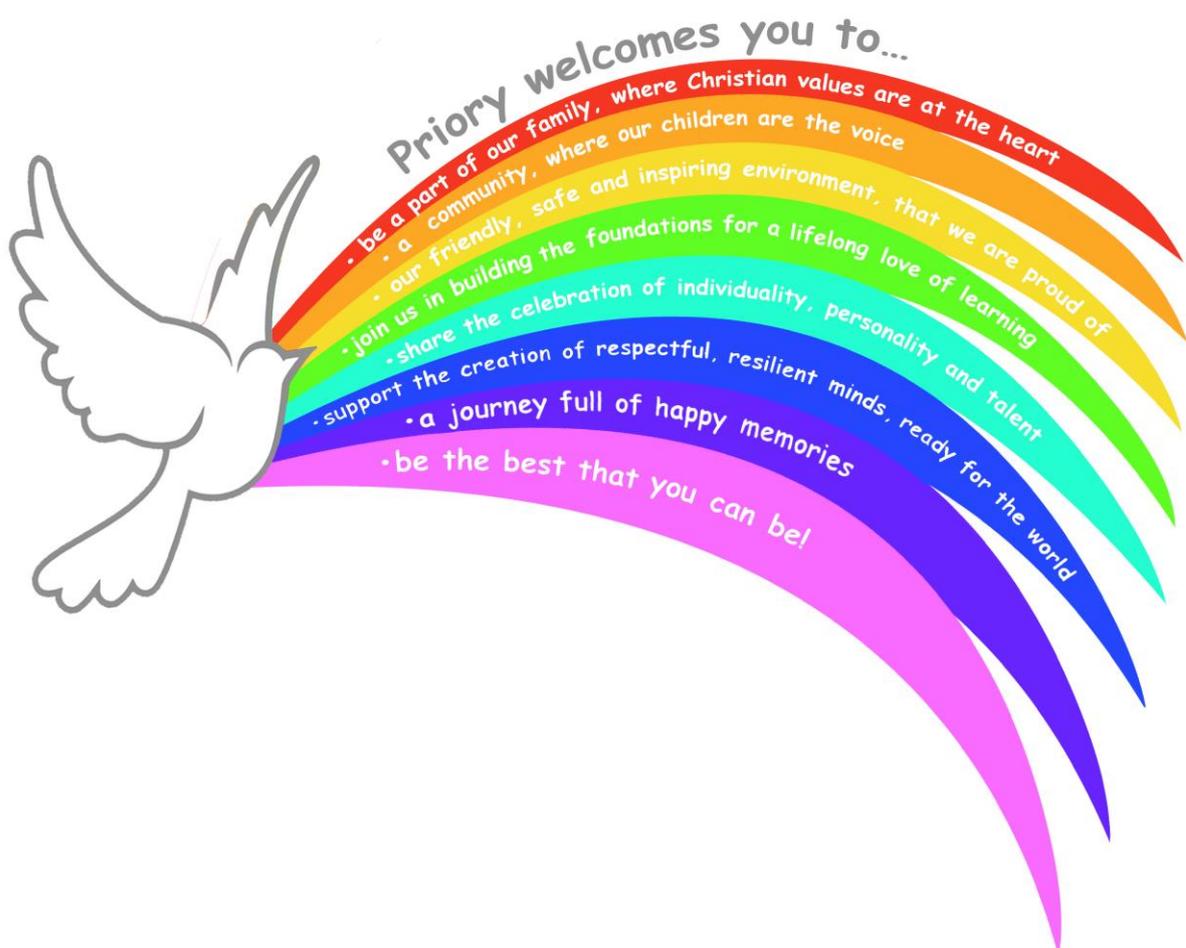
Volunteers who do not have DBS clearance are permitted to attend events which are not classed as “regular activities”, such as class trips, but they **must not be left with the children, unsupervised, at any time**. In **exceptional circumstances**, when a DBS cleared volunteer is not available, a volunteer who is not cleared may help out with a regular activity, but they must not be left unsupervised with the children.

Records for all volunteers are kept in the office.

8. Our School

All volunteers and work placements are expected to share the school’s vision and uphold our values and rights respecting ethos.

Our Vision



Our Values

We uphold all Christian values but in particular we promote our TOGETHER values through lessons, behaviour management and worship. We encourage prayer and reflection. Classes pray before lunch and at the end of the day as a minimum.

Trust
Optimism
Gratitude
Enthusiasm
Thoughtfulness
Honesty
Enjoyment
Respect

Rights Respecting Schools (RRS)

We have achieved Level 1 of the UNICEF 'Rights Respecting School Award' and are working towards Level 2. As part of this all children are familiar with the UN Convention on the rights of the child. These rights and the responsibilities that accompany them are reflected throughout the school.



Our Rights (and responsibilities)

1. We all have the right to be safe and healthy (To share ideas and listen to others)
2. We all have the right to join in lots of activities, play and relax (To be kind, caring and supportive)
3. We all have the right to any special care and support we need (To look after ourselves, each other and our school)
4. We all have the right to develop our own personality and talents (To always try hard and encourage each other to be the best that we can be)
5. We all have the right to help make important decisions (To take part, play fair and include others)

Children will explore the responsibilities that accompany these rights. For instance if we all have the right to be safe and healthy it is everyone's responsibility to: keep the environment tidy, care for others, promote healthy eating, use water appropriately.



9. Code of Conduct

The Headteacher, School Business Manager or other Senior Leader will carry out your induction meeting., They will discuss this policy and the Code of Conduct with you. Please ensure you fully understand the attached code of conduct and return a signed copy to the headteacher prior to volunteering or the commencement of placement. You will also be provided with a copy of the Safeguarding Policy and the guidance on 'Keeping Children Safe'. It is important that you read and understand these documents. It is duty to ask for clarification on anything you are unsure of.

10. Related Policies

Many policies are available on the school website. If you would like a copy or additional policies, please request them from the headteacher or school office.

- Health and Safety
- Child Protection and Safeguarding
- Behaviour
- Anti-bullying
- First Aid
- Medicines
- Asthma
- E-Safety Handbook
- Whistleblowing

11. Monitoring and Review

The Senior Leadership Team and Governing Body are responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed every two years or earlier if necessary.

Policy Author: Catherine Hawkesworth

Policy Approved By: Shaun Morris (Chair of Business Committee)

Responsible Committee: Business Committee

Date Approved: October 2018

Date of Review: October 2020



Placement/Volunteer Copy

Code of Conduct for Work Placements & Volunteers

1. Sign in and out of school to ensure Safeguarding procedures are fulfilled.
2. Ensure you wear a badge/sticker where it can be clearly seen.
3. Fulfil safeguarding procedures and report any concerns immediately.
4. Uphold our Rights Respecting and Christian ethos and values.
5. Set a good example to all members of the school community. Be courteous and polite to all adults in school, children, parents and other visitors to the school.
6. Be conscious of the confidential nature of some of the information in school and not discuss issues outside the school setting.
7. Avoid displays of negative attitudes or behaviour regarding the school. Be aware that as an adult in school others may perceive that you have more knowledge.
8. Be aware that staff are extremely busy and their time is valuable.
9. Ensure you are clear about what is expected of you.
10. Dress in a professional, smart/casual style. Jeans are not permitted.
11. Hot drinks must not be taken into classrooms or on the yard unless they are in a sealed drinking container.
12. No snacks should be eaten during lesson time and no food should be consumed in the main office.
13. Chewing gum is not permitted in school.
14. Please take good care of yourself and keep yourself safe. If you do injure yourself at school report to the office so you can complete any necessary paperwork.
15. If you cannot attend any session when you are expected, please inform the school office as soon as possible.
16. If you have any concerns or complaints please discuss them with the class teacher, headteacher or other Senior Leader as soon as possible.

ICT related Conduct

1. Mobile phones must be turned off or be on silent during the school day. In the Early Years, phones must be locked in the cupboard during the school day.
2. Do not use your personal mobile or camera to take photos of children.
3. Do not be 'friends' with pupils on social networking sites.
4. Do not mention anything regarding your time in the school on Social Media sites.
5. If you have a concern regarding E-Safety report this immediately to a designated Safeguarding person.

Please sign this code of conduct and keep it for your reference.

Name:

Signature:

Date:



School Copy

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Please sign this code of conduct and return it to the Headteacher prior to volunteering.

Name:

Signature:

Date: