



# GLENBROOK

## PRIMARY SCHOOL

### STUDENT/VOLUNTEER INDUCTION POLICY

#### Introduction

At Glenbrook Primary School we recognise that volunteers and students can make an appropriate and significant contribution to the work and services of the School. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers and students.

The contribution of volunteers and students to the work of the school is especially valued and respected. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Glenbrook intend to support its volunteers/students.

#### Our volunteers include:

- Members of the governing body
- Members of the local community
- University, College and sixth form students

#### The types of activities that volunteers are engaged in might include:

- Listening to children read
- Working with small groups of children
- Working with individual children
- Accompanying school visits
- Organising and assist with events

#### Aims and Objectives

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should contact the school office, whom will refer them onto our Learning Mentor who is in charge of students and volunteers in our school.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers/students will be required to complete a DBS check and a volunteer form. This will be arranged with the Learning Mentor. We are unable to have any volunteer or student in school unless they have been cleared by the DBS check and shown their certificate in school plus another form of photographic ID and proof of address. Induction packs will be issued to all volunteers and students and confirmation of a starting date will be shared in advance of the placement. During the induction process, the student/volunteer will have a tour of the school, safety talk and safeguarding talk in preparation for their time with us.

## **Implementation of the policy**

### **Safeguarding**

All volunteers/students have the responsibility to report any concern that they may have regarding Child Protection to the Learning Mentor or senior designated professionals. It is not the role for the volunteer/student to investigate concerns. Glenbrook's Safeguarding Policy explains the guidelines and procedures to follow regarding any concerns. A copy of this policy is available on request.

### **Supervision**

All volunteers/students work under the supervision of the class teacher to which they are assigned. Class teachers retain responsibility for children at all times. Volunteers/students should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task. They will never be asked to carry out personal care.

### **Health and Safety**

The school has a health and safety policy which is available on request. The headteacher and Learning Mentor ensures that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. Volunteers/students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

### **Equal Opportunities**

Glenbrook recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer/student placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer/student demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers/students are required to make a commitment to this policy. A copy can be given on request.

### **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers/students are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

### **Absence**

Volunteers/students are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

## **Working Hours**

The hours of volunteer/student work will be discussed and mutually agreed between the volunteer/student and the Learning Mentor. The volunteer/student must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out. Upon signing in you will be issued with a student/volunteer's lanyard which you should wear at all times whilst on the school site.

- There is no smoking allowed anywhere on the school site.
- Do not use your mobile phones whilst in the vicinity of children.
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

We value having volunteers/students helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

## **Volunteer Code of Conduct**

As Glenbrook volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Glenbrook Primary School expects that volunteers/students will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers/students should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute or breach our safeguarding policies.

## **Complaints Procedure**

Any complaints made about a volunteer/student or by a volunteer/student will be referred to the Head Teacher/ Deputy Head teacher for investigation.

This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

## **Monitoring and review**

The Learning Mentor regularly meets with the student's assessor/tutor to discuss the student's progression and to arrange observations. The Learning Mentor works closely with the class teacher to ensure that the placement is meeting the student's needs. If a

student is unhappy with something during their time at Glenbrook, the Learning Mentor is the first person of which the student/volunteer should contact.

The headteacher monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The governing body reviews this policy every year. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Policy prepared by: Lisa Leverton, Learning Mentor

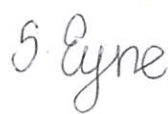
Date prepared: July 2016

Date ratified by the Strategic and P&P Committee: 13<sup>th</sup> October 2016

Signed: (Chair of Strategic and P&P Committee)  
Mrs P Shaw

Signed:  13/10/16  
Mrs S Eyre (Head Teacher)

Review date: July 2017

 13.10.16