



**Volunteers , Student placements, and
community stakeholders Policy 2023 – 2024**

Pear Tree Mead Academy

**Part of the Passmores Co-operative Learning
Community**

Vision

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents, other adults and students to help the school in a variety of ways. We believe that parents, carers and students can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of the Policy

- To provide Community Stakeholders with clear expectations, induction and guidelines for working in school.
- To encourage the community to engage with children's learning to raise standards of achievement and promote community cohesion.

Community stakeholders include:

- Parents and carers
- Governing body- please see separate Governor Induction policy
- Students on work experience from secondary school, college and university.
- Trusted local residents
- Friends of PTM
- Outside speakers including charity workers

Volunteer helpers and school students participate in the following activities:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Swimming
- Gardening
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)
- Helping on curriculum days

Volunteer helpers and school/college students are not allowed to do the following activities

- Take responsibility for all or some of the class
- Be alone with the children unsupervised
- Change very young children or supervise them changing (unless they are with a member of staff whilst swimming, where possible. A teacher or Swimming Instructor is always in the pool area.)
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

- Administer first aid

The responsibility for the health and welfare of the children remains with the class teacher /teaching assistant at all times.

University and senior college Students participate in the following activities:

- Supporting individual pupils within the class
- Supporting the teacher within lessons
- Observations of teaching and learning within the school
- Case studies
- Supervision of children on school visits
- Teaching small groups and whole class with the support from the class teacher (mentor) – dependant on the student carrying out a teaching qualification
- Planning and assessment – with support from class teacher (mentor) – dependant on the student carrying out a teaching qualification
- Tasks outlined by the school, college or university

Signing in

When a Community stakeholder arrives in the school they must sign in at the school office and collect a visitor lanyard which must be worn at all times in school. This will occur each day that the Community stakeholder is working within the school. This will indicate arrival time and the class they are working with.

Community stakeholders must also sign out and state the time when they are leaving the school premises. The lanyard will be handed back to a member of staff at this point.

Safeguarding and child protection

In order to safeguard the children to the highest standard we ensure that all volunteers and students have an induction meeting a member of the SLT. This is to make sure everyone knows the policies and procedures of the school and how to follow them correctly.

A Community stakeholder is asked to sign a protocol sheet before starting. This shows that they understand what is asked of them and what to do in different situations. The induction meeting also deals with evacuation procedures, health and safety, safeguarding and questions the volunteer may have.

In order to support the way we safeguard children we ask that Community stakeholder to complete any alert forms or incident forms of any serious situations that arise. This will help us understand and document a scenario and make sure the children are receiving any additional care and support they may require. This will remain a confidential matter by all parties. This is highlighted in the induction process.

All volunteers and students over 16 are asked to read the Child protection policy, Part 1 of Keeping Children Safe in Education, the school staff handbook and the schools Code of Conduct before they start. They will also sign and agree to adhere to the 'Acceptable use code of conduct'.

All volunteers and students are asked to read the Safeguarding training and leaflet. This is a requirement before taking up the position.

All students under 16 are given a briefing on safeguarding but will not be left alone with children at any point.

Checks

All regular helpers, volunteers and students (not younger than 16 years of age) need to obtain a DBS disclosure at the appropriate level which is completed by the school. In addition to this a disclosure forms needs to be completed (SD2). We then follow the advice of the DBS.

Volunteers would be excluded if there was a previous conviction for child abuse, violence or other sexual crime.

If a volunteer has had criminal allegations made against them, these must be also disclosed prior to volunteering in the school. This will be dealt with in strictest confidence.

- Regular helpers are defined as those working directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults in roles which involve caring for, training, supervising or being in sole charge of pupils

The Headteacher has the authority not to accept the help of volunteers/students if she believes that it is not in the best interest of the children or the school. This will include any person who has been cautioned or convicted of a violent crime.

If a disclosure is made about a conviction on a DBS there will be a meeting to discuss this with the volunteer. The Headteacher will seek advice. If the decision is made to still accept that volunteer there will be a risk assessment written.

To ensure the safety of the children, helpers and students are required to complete a 'social networking contract'.

Volunteers/students not requiring an Enhanced Disclosure

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. one off events, school fete stall running, mums in school days etc who do not have unsupervised access to children.
- Year 10 work experience students – they are under 16 years of age and still in full time education.
- Volunteers that are not completed regular work at the school. (See above of the meaning of regular in this context). They will need a risk assessment to be completed.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers/students will need to agree to a protocol about confidentiality and

conduct. Volunteer and helpers are asked to follow a 'Volunteer at PTM guidance'. This is outlined and discussed in detail in the induction meeting. Students are asked to follow a 'Student at PTM guidance'; this is discussed in the induction meeting with the Student lead.

Deployment of Parent Helpers

We ask parents not to support in their own child's classroom or support in their phase, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support. There may be times where this is appropriate and this will be down to the discretion of the school. Swimming helpers for example will usually help within their own child's class.

Support and supervision will be available to all volunteering at PTMA. This will be discussed during induction. This is usually undertaken by the class teacher or phase leader.

Volunteer Induction meeting.

Once a volunteer has expressed interest in supporting in school and they have been successful in passing the DBS checks they are invited into school for an induction meeting. This takes place with a member of the SLT. The following sheets are discussed and signed by the volunteer:

- Contact details of the volunteer in case of an emergency.
- Meeting notes are completed from the discussion
- Acceptable use Code of Conduct agreement.(APPENDIX A)
- Reading guidance is given for those completing this task.
- Reading questions to further learning of the children
- Helping in the classroom for those that it applies to
- Copy of the volunteer policy
- Behaviour policy
- Keeping children safe in Education (Part 1)
- Child protection Policy
- Safeguarding leaflet and PowerPoint
- Fire procedure

. We also ask helpers to attend our safeguarding training.

Student Induction Meeting

Once a student/educational provider has put forward a placement offer to work in school, the induction takes place with the Head Teacher or other member of the SLT. The following sheets are discussed and signed by the student:

- Student contact information
- Placement initial meeting – outlining place of study and requirements of the course. DHT to indicate that ID and DBS has been seen and copies taken.
- Placement students agreement
- Year 10 placement agreement
- Helping in the classroom
- Social networking contract
- Copy of the volunteers and student policy
- Behaviour policy

- Keeping children safe in Education (Part 1)
- Child protection Policy
- School code of Conduct
- Staff handbook
- Inductions folder for teaching practice

FOPTM

We have many members of Friends Of Pear Tree Mead who organise and run different events in and around the school, these are mainly parents of the children currently in school.

The FOPTM will all have DBS checks as they are working with children in the school and have access to the whole school. This will be overseen by the Head Teacher.

We also ask that all the FOPTM sign the code of conduct. This lays out what we will do as a school and what is expected of them.

Members of FOPTM will also be asked to read the documents as above.

Recruitment

Equal opportunities principles will be adhered to in recruiting volunteers. Information will be made available to those enquiring about volunteering. At times references will be asked for and this will follow the safer recruitment process.

Other visitors in the school

There are times in school that visitors will be invited in, this maybe visitor speakers, sports club demos, workshops. It is there for important that procedures are in place. These visits are overseen by a lead person either the one to book the even or a designated phase member.

Visiting Speakers

The Prevent Duty set out that this is now an expectation.

“Specified authorities will need to have robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised. (Prevent Duty Guidance in England and Wales HM Government July 2015)

Visiting speakers’ expectations will include:

- Ensure speakers are from an established company, charity or other group whose aims are well-documented.
- Ensure that the speaker will talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in ‘regulated activity’ and so will not necessarily have a DBS certificate to present
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks. This should be agreed by a member of the SLT.

- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded.

Data Protection and GDPR

We gather information from students and volunteers when they come into school. This includes next of kin, medical details, phone numbers etc. This is so that we can keep them safe whilst on our school site. This information is kept in our students/volunteers file. The personal data will be destroyed shortly after the end of that current academic year. We keep basic information about students/volunteers after they have left in case we are asked to provide references for them in the future. This may be full name, dates of placement and summary of tasks. This information is archived and kept by the school. There is a privacy notice available for volunteers and students. Please see the school website for more information on GDPR.

Appendix A

Volunteer, FOPTM and Student Acceptable Use Code of Conduct

To ensure that Volunteers and students are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. They should consult the school's Online safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I understand that school information systems may not be used for private purposes, without specific permission from the SLT
- I understand that the school may monitor my information systems, internet use and email use to ensure policy compliance and compliance with the Law.
- I will respect system security and I will not disclose my password or security information to anyone other than an appropriate system manager (if given)
- I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to the DSL and an incident report completed.
- I will report any incidents of concern regarding children's safety to the Designated Safeguarding Lead.
- I will promote acceptable use with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create
- I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.
- I will ensure that all devices are locked and secure if left unattended.
- I will not download unapproved software without permission.

Social networking

- Volunteers or students will not use social media during working hours.
- Must not be used to publish any content which may result in actions for defamation or discrimination. This includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the school into disrepute.
- Must not be used in an abusive or hateful manner.
- Must not be used for actions that would put school representatives in breach of school codes of conduct.
- Must not breach the school's misconduct, equal opportunities or bully and harassment policies.
- Must not be used to discuss or advise any subjects relating to confidential school matters, staff, pupils or parents.
- No student should make or accept communication or friendship with any pupil or parent linked to the school community.
- References should not be made to any staff member, pupil, parent or school activity/event unless prior permission has been obtained and agreed with the Head Teacher.
- No Smart Watches or fit bits are to be worn in public areas of the school premises unless all communication settings are disabled.
- No personal electronic devices are to be used in public areas during working hours unless in the staff room.
- Volunteers and students will ensure that online activity would not cause the other school staff, pupils or others distress or bring the school community into disrepute.
- Volunteers and students support the school approach to online safety and not deliberately upload or add any images, video, sound or text that could upset or offend any member of the school community.
- Students will ensure that social media settings are set to 'private', location settings are turned off and professional roles or profiles are not identified as connected to PTMA.

Data protection

I will follow requirements as outlined in Data Protection policy. These in brief include:

- Photographs must be kept securely and used appropriately, whether in school, taken off the school premises or accessed remotely
- Personal data can only be taken out of school or accessed remotely when authorised by the headteacher or governing body using encrypted devices.
- Personal or sensitive data taken off site must be accessed only through One Drive or encrypted devices. All USB or hard drives need to be encrypted and this is the responsibility of the owner.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights
- I will comply with GDPR and Data protection law.

