

# Bonneygrove Primary School

## Volunteer and Work Experience Policy

<b>Subject:</b>	<b>Volunteer and Work Experience Policy</b>
<b>Approval date:</b>	<b>September 2021</b>
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<b>Approved by (name and job title):</b>	<b>S. Hasekilerden (Chair of Governors)</b>



## **BONNEYGROVE PRIMARY SCHOOL**

*"Broadening Horizons"*

### **Introduction**

At Bonneygrove, we are open and welcoming to all who would like to support the children in order to enhance their learning whilst at our school. As part of this, we seek to encourage parents and other adults/students to help the school in a variety of ways.

All persons who work in the school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school aims. All school visitors must comply at all times with the School's policies, administrative rules and regulations.

School personnel aim to receive all volunteers courteously and make sincere efforts to provide them with any information they may need to ensure a cooperative relationship between home, school and the wider community. We ask that our volunteers show us the same courtesy and will not tolerate any form of verbal or physical abuse or threatening behaviour towards staff.

### **Becoming a Volunteer/Work Experience Student:**

If you wish to support in class you must firstly apply through the admin team and provide 2 'signed' references.

Read this policy and sign the Volunteer Agreement (Appendix 1), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

You may also need to fill in a criminal records check (DBS).

The responsibility for the health and welfare of the child remains with the class teacher at all times.

### **Confidentiality:**

Volunteers/Students in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with and come into contact with should be voiced with the class teacher and **NOT** with the parents of the child or 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 Head teacher or Deputy Head teacher.

Work experience students are to have breaks and lunch in the classroom or offsite.

### **Supervision:**

In a classroom setting, 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 and 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 or problem regarding children's understanding of a task or behaviour.

### **Health & Safety:**

The school's Health and Safety Policy is available on the school website. Class teachers or the designated member of staff should 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 or the designated member of staff in the first instance.

### **Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of this Volunteer Policy in conjunction of the school's code of conduct expectations and asked to sign the Volunteer Agreement (Appendices A, B and C) Those volunteers who work outside the classroom are required to have a completed criminal record check. Volunteers need to speak to the office regarding this.
- All volunteers are given a copy of the Bonneygrove Safeguarding and Child Protection Policy. Please ask the office if you have not received one.
- Training in Child Protection procedures is provided on a regular basis. Volunteers are expected to make every effort to attend this important training.

Any concerns about pupils' welfare must be reported.

### **Complaints Procedure:**

Any complaints made about a volunteer will be referred directly to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Head teacher. The full Complaints Procedure is available from the school office.

The Head teacher 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 Head teacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

## **Equality and Diversity**

All adults are welcomed as potential volunteers at the school. Potential volunteers are treated fairly and with respect. As a community, we acknowledge that people from different backgrounds have different needs, and different ways in which they can support and enrich learning in the school.

## **Monitoring**

The governing body monitor the volunteer's policy as part of its policy review programme

## **Code of Conduct**

### **Objective, scope and principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### **1. Setting an example**

1.1 all staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times

1.2 all staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same

1.3 all staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct

1.4 this Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure

1.5 all staff are expected to familiarise themselves and comply with all school policies and procedures

## **2. Safeguarding pupils / students**

2.1 staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect

2.2 the duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection

2.3 the school's DSP is **Craig Hamilton, Headteacher**

2.4 staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents

2.5 staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues

2.6 staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students

2.7 staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare

## **3. Relationships with students**

3.1 staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document

3.2 relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction

3.3 contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students

3.4 if contacted by a student by an inappropriate route, staff should report the contact to the head teacher immediately

#### **4. Pupil / student development**

4.1 staff must comply with school policies and procedures that support the well-being and development of pupils / students

4.2 staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils / students

4.3 staff must follow reasonable instructions that support the development of pupils/students

#### **5. Honesty and integrity**

5.1 staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities

5.2 all staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools. For further information see the Model Anti-Bribery Policy for Schools available on the Grid

5.3 gifts from suppliers or associates of the school must be declared to the Head teacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

#### **6. Conduct outside of work**

6.1 staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community

6.2 in particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable

6.3 staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school

## 7. E-Safety and internet use

7.1 staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work

7.2 staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have

7.3 staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly

7.4 contact with students should only made via the use of school email accounts or telephone equipment when appropriate

7.5 photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment

## 8. Confidentiality

8.1 where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student

8.2 all staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter

8.3 however, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student

8.4 Separate to the obligations under this policy, all employees have a duty to report concerns about the safety and welfare of pupils/students. Additional information to support staff is available in the **Keeping Children Safe in Education (DFE 2021)** document –

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **9. Dress and Appearance**

- 9.1 all staff must dress in a manner that is appropriate to a professional role and promoting a professional image
- 9.2 staff should dress in a manner that is not offensive, revealing or sexually provocative
- 9.3 staff should dress in a manner that is absent from political or other contentious slogans.

## **10. Disciplinary action**

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

## **11. Compliance**

All staff must complete the form in Appendix B to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated

### **Professional responsibilities**

When using any form of ICT, including the Internet, in school and outside school

#### **For your own protection we advise that you:**

- ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies
- do not talk about your professional role in any capacity when using social media such as Facebook and You Tube
- do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role
- use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera
- do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately
- only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT
- do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute
- emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy

- you have a duty to report any E-Safety incident which may impact on you, your professionalism or the school

### **How to make a complaint about another member of staff:**

*Our objective at Bonneygrove is to provide a secure, calm and welcoming environment for students and staff. We recognise that these aspirations can only be achieved by the wholehearted commitment and support of the whole school community. Occasionally, situations will occur which prevent the fulfilment of those aims and give cause for complaint.*

*In order to bring any such occurrences to a speedy and satisfactory conclusion, the school has adopted a Staff Complaints Procedure.*

*It is important that complaints are raised at the earliest possible opportunity to enable the matter to be dealt with speedily and effectively. An early informal approach is often the best means of resolution of minor problems. The Department for Education expect complaints to be made at the earliest opportunity and consider 3 months to be an acceptable time frame to lodge a complaint.*

#### In the first instance- informal stage

If you have a 'concern' about anything a colleague does, or if you wish to make a complaint, you can do this in person or in writing. We hope that most concerns/complaints can be settled quickly and informally, either by putting matters right or by finding an explanation. If there is something you are not happy about, or you don't understand why a colleague is doing something in a particular way, please discuss it with the person in question in the first instance.

If the matter is not resolved then your line manager is the person to approach. If you are still not satisfied with an outcome then make an appointment with the Head teacher. It can feel uncomfortable to question or challenge someone, but if we are not aware we cannot explain what we are doing or try to put it right.

If your complaint is about the Head teacher, you should write to the 'Chair of Governors'.

As a school, we should be able to sort out your concerns/complaints, but sometimes this is not possible. In this case there is a next step.

#### First- formal stage

If you wish to take your complaint about a colleague further, you will be asked to complete a form or write a letter addressed to the Chair of Governors. In the letter you should:

- Make it clear why you are complaining.
- Say who you have spoken to already.
- Explain what you want to happen as a result of your complaint.

The Chair of Governors will arrange for your complaint to be considered and investigated under the arrangements approved by the Governing Body. This is likely to involve a Panel of Governors.

Please refer to the Bonneygrove **Grievance Policy** for information about a further formal procedure.

**Appendix A**

**Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee name	Student name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Deputy Headteacher**

**Appendix B**

**Confirmation of compliance**

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Volunteer Policy  
Appendix C**

**Volunteer/Work Experience Agreement**

Thank you for offering your services as a volunteer/student at Bonneygrove School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to the school office.

- I have received a copy of the School's Volunteer Policy, the Leaflet for Volunteers and the safeguarding leaflet
- I agree to support the School's Aims, Values and policies
- I agree to treat information I learn from being a Volunteer in school as confidential
- I understand that I may need to undergo a Criminal Record check (DBS) to advise the school of my suitability as a volunteer.
- I will attend the school's child protection training for volunteers or read the Policy.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_