



## Adult helpers / Volunteers and students on work experience Policy

**Head teacher: Mrs J Forster**

**Chair of Governors:**

**Date of policy written: sept 14**

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**Policy written by: Karen Brown**

## **Aims**

- To build positive relationships with all the adults, volunteers or students on work experience who help in school
- To value and utilise the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance

## **Practical Considerations**

### **Who helps?**

At Benton Dene we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

### **When?**

In general, helpers are recruited at the beginning of each school year by means of a general letter through the newsletter or through personal contact by the teachers. Some helpers may be new to school, others recruited from previous years. Class helpers in one year may stay with the existing class teacher or may move with their child's class.

If, during the year, other people ask to help in school, they are always welcome. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent home.

Individual teachers make personal contact with their helpers and make their own arrangements.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Some adults who are unable to come into school but still wish to help often take jobs home to do or help out at community events.

All helpers are encouraged to be familiar with school routines and practices.

## **DBS checks**

All helpers who have regular contact with children will be asked to complete an enhanced disclosure form in order for them to be 'police cleared'. The school can arrange the DBS checks. Anyone who is accompanying children on a trip, if not a regular visitor to school must be cleared on List 99.

## **Community Room**

The school's community room is provided where helpers are able to spend playtimes. However usually volunteers or helpers stay within the class they are working in. Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school. Visitors, volunteers or students on work experience are not to go into the staff room for their breaks. Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to go.

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Benton Dene Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at Benton Dene Primary School.

### **Information Prior to acceptance**

It is the responsibility of the Deputy Head teacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

### **First Day Induction**

It is the responsibility of the Deputy Head teacher to ensure that any visitor, volunteer or student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff: Before being taken to class, the visitor, volunteer or student must read the file held at reception, containing all the appropriate documentation then sign to say they understand protocols in key areas such as:

- ❖ Safeguarding knowing the basics
- ❖ Keeping children safe in education part 1
- ❖ Behaviour Management
- ❖ Child Protection
- ❖ Code of Conduct
- ❖ Confidentiality
- ❖ Dress Code
- ❖ Fire / Emergency Evacuation Procedure
- ❖ First Aid procedures
- ❖ Health and Safety
- ❖ Use of mobile phones

Visitors, volunteers or students should be assigned to a mentor who will be their first point of contact during their time with the school.

### **Confidentiality**

During time spent at Benton Dene Primary School it must be stressed to visitors, volunteers or students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such. (please refer to confidentiality policy in induction pack.)

### **Signing in**

Visitors, volunteers and students must sign the visitors book each day of arrival and departure.

### **What visitors, volunteers or students should do while on work experience**

As far as possible visitors, volunteers or students should undertake real tasks to give an idea of the work carried out by teaching staff.

They should be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum and the individuals in their class.

Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate.

### **What staff mentors should do**

Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring visitors, volunteers or students are;

- NEVER placed in a situation whereby their own safety or that of pupils may be comprised
- never left to work alone with pupils out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

### **Visitor, Volunteer or Student Restrictions while on work experience**

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must;

- ❖ NEVER put yourself in a position where you are left alone unsupervised with pupils
- ❖ only take pictures of pupils with the consent of the class teacher / mentor
- ❖ not use any language deemed unacceptable for our pupils
- ❖ ensure their clothing is suitable for the school environment

### **Equal Opportunities**

All students wishing to carry out their work experience within Benton Dene Primary School will be given equal consideration in line with our Equal Opportunities policy and the equal opportunities ethos of the school.

### **Financial Implications**

Visitors, Volunteers or Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

### **Complaints / Concerns**

Any complaints or concerns regarding visitors, volunteers or students during their time in the school should be immediately addressed to the Deputy Head teacher who will then make contact with the students work experience co-ordinator or college tutor.

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**Signed**

**Date**