

Student and Volunteers Policy



Policy developed by Mr Grogan (Headteacher) in consultation with all staff: April 2021

Policy updated: November 2021

Policy updates approved by Governors: February 2022

A handwritten signature in black ink, appearing to read 'Fiona Taylor'.

Chair of Governors

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Headteacher

Policy shared with staff and shared on the school website: February 2022

Policy shared with students and volunteers: Prior to starting in school

*Staff Code of Conduct updated and approved by governors: July 2021

'Never settle for less than your best'

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STUDENT AND VOLUNTEERS POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

St. George's Central CE Primary School and Nursery is committed to the development of training, therefore we welcome students and volunteers into the school to gain the valuable experience they need. As part of our commitment we offer placements to students/volunteers including work experience. We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The senior leadership team is responsible for ensuring that any volunteers/students are suitable to work alongside our children. We aim to provide students/volunteers with a placement that contributes to their studies and that provides high quality practice in a school and/or nursery setting.

Aims

The aims of St. George's Central CE Primary School and Nursery Student and Volunteer Policy are to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion;
- Ensure that volunteers support the school's vision and values, and adhere to our policies;
- Provide staff, volunteers and parents with clear expectations and guidelines;
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

How we may use volunteers

At St. George's Central CE Primary School and Nursery volunteers may be allocated a particular class or group of pupils, under the guidance of the teacher. You may be asked to:

- Hear children read;
- Accompany school visits – this could be 'one-off' support with classes as a 'visitor';
- Work with individual children;
- Work with small groups of children;
- Support specific curriculum areas, such as Computing or Art;
- Compliment the role of other adults within school/nursery.

Volunteers may be:

- Members of the governing board;
- Parents/carers;
- Former pupils;

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- Students on work experience;
- Local residents;
- Friends of the school/members of the PTFA;
- Local clergy or members of the congregation.

Members of the governing body working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

How to apply to volunteer at St. George's Central CE Primary School and Nursery

- First you will need to register your interest through emailing school: enquiries@admin.saintgeorgescentral.wigan.sch.uk
- You will then be asked to complete a volunteer application form (see Appendix 1).

Appointment of volunteers at St. George's Central CE Primary School and Nursery

Volunteers are appointed by Mr M Grogan. Intake of new volunteers can take up to 4 weeks, and is dependent on the candidate and available spaces within the school. All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. The headteacher reserves the right to terminate a placement at any time. Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Safeguarding

'Short term' volunteers (used for one off trips/visits) are required to meet with the trip/visit organiser to ensure they are aware of the expectations required of them. 'Long term' volunteers and students (in school on a regular basis) are required to meet with our Learning Mentor on the first day of starting and take signed copies of the Safeguarding Policy, part 1 of 'Keeping Children Safe in Education' and the Staff Code of Conduct to indicate that they've read and understood them. Safeguarding our pupils is of paramount importance, and our volunteers/students must share our commitment to child protection. To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with pupils unsupervised;
 - Work with groups of pupils unsupervised;
 - Supervise or accompany groups of pupils on overnight residential visits.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in;
- Provide safeguarding training to all volunteers/students **prior** to them beginning work at the school;
- Require volunteers to agree and adhere to the following school policies:
 - Safeguarding.
 - Use of mobile phones.
 - Acceptable Use.
 - Online safety.
 - Behaviour and Relationships.
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils;
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing;
 - What we know about them;
 - References from employers or other voluntary roles;
 - Whether the role is eligible for an enhanced DBS check.
- DBS certificates from another organisation are accepted so long as they have been processed within 3 years of the date of volunteering;
- Volunteers will be added to our Single Central Record by Mrs Smith, our School Business Manager.

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Induction and training

All volunteers/students will be subject to an induction period to familiarise them with the way that the nursery operates and to help them understand their roles and responsibilities. Time will be spent discussing policies and procedures including information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues. We co-operate with tutors in order to help students fulfil the requirements of their course of study.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers. This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy, and inform the designated safeguarding lead. If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle-Blowing Policy.

Conduct of Students and Volunteers

Students and Volunteers must comply with the Staff Code of Conduct (Appendix 2).

Please also refer to The Quick Guide for Students and Volunteers (Appendix 3).

Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency. If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

Data protection and record keeping

Our GDPR Policy notice for volunteers explains what information we collect about volunteers and why we collect it. We will retain records relating to volunteers for six months.

The role of the Governing Body

The Governing Body is responsible for ensuring that:

- There is a current policy in place to support students and volunteers and that this is followed and
- Sufficient time and resources are devoted to ensuring that the school supports students and volunteers as required.

The role of the Headteacher

It is the Headteacher's duty to ensure that:

- Appropriate staffing and resources are made available to meet the aims and objectives of this policy and
- Any volunteers/students are suitable to work alongside our children.

Monitoring and review

This policy will be reviewed regularly with any updates requiring full governing body approval.

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Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in the 'Data Retention' section of our GDPR Policy:

<https://www.saintgeorgescentral.wigan.sch.uk/Documents/Policies/21/GDPR%20Policy%202021.pdf>

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

St. George's Central CE Primary School and Nursery is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and St. George's Central CE Primary School and Nursery GDPR Policy:

<https://www.saintgeorgescentral.wigan.sch.uk/Documents/Policies/21/GDPR%20Policy%202021.pdf>

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

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Do you have any particular skills, employment experience or hobbies you would like to share with the school?
(For example, languages spoken, sports, scouting, etc)

Please provide details of any relevant qualifications you have?

Preferences

What age group/department would you prefer to work with?

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

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Disability and accessibility

St. George's Central CE Primary School and Nursery is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

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St George's Central CE Primary School and Nursery

Staff Code of Conduct



Version 1 of policy developed by Mr Grogan (Headteacher) in consultation with all staff: May 2019 – June 2019

Version 2 of policy developed by Mr Grogan (Headteacher) in consultation with all staff: June 2021

Policy approved by Governors: July 2021

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Chair of Governors

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Headteacher

Policy shared with all staff: July 2021

A signed copy of the Staff Code of Conduct to be retained by each individual staff member and one copy to be returned to Mrs Smith.

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STAFF CODE OF CONDUCT

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Our Vision

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Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

The Governing Body and staff at St. George's Central CE Primary School and Nursery are committed to maintaining high standards of conduct in all areas of their activities. This relies on staff observing these standards when carrying out their duties and in doing so promoting and maintaining public confidence and trust in the work of the school. This document is not a prescriptive guide to what staff should and should not do. It highlights the principal areas where staff need to be aware of their responsibilities when working in the school and provides a framework for expected/acceptable behaviour.

In addition to this policy, all staff employed 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.

Staff are required to comply with the Code of Conduct as it will help them to understand and comply with the high standards of conduct the school expects, failure to do so may result in disciplinary action, which could include dismissal.

Responsibilities

Staff

As part of the code, staff are expected to:

- familiarise themselves with the contents of the code and act in line with the principles set out in it;
- act honestly and with dignity and treat others with respect;
- attend work and be able to carry out their duties safely and effectively;
- ensure their conduct does not discriminate against others;
- understand and apply the school's rules, policies and procedures and act in line with its vision and values;
- follow reasonable management instructions, procedures and regulations; and
- be committed to delivering quality services, competently, and with due care.

School

The school also has a responsibility to help ensure that staff:

- are clear about what is expected of them;
- have a safe and healthy working environment;
- have a work environment that is free from discrimination, harassment or bullying as covered by the Dignity at Work policy;
- are offered relevant development opportunities;
- have the opportunity to choose to be accompanied by a trade union representative or colleague, in appropriate circumstances, as determined by school policy;
- are treated fairly, with respect and dignity.

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Purpose and Scope

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff 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 within the school. As a member of the school community, each staff has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This applies equally to the school day and occasions where staff are representing the school, for example during:

- School trips;
- Residential activities;
- Parent/Teacher events and/or
- Any staff training or CPD.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all volunteers who are in school on a regular basis or are part of a long term agreement with the SLT;
- all staff in bases that are attached to/managed by school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meals staff employed by Metrofresh Catering or by an external contractor;
- staff of external contractors and providers of services (e.g. contract cleaners). (Such staff are covered by the relevant Code of Conduct of their employing body)

Setting an example

All staff who work in the school are expected to be role models and set examples of behaviour and conduct which can be copied by pupils. Staff must avoid using inappropriate or offensive language at all times.

All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same, including adhering to the school's dress code. Adults should model correct use of spoken English in order to reinforce accurate grammatical principles that are taught in English lessons, for example – correct use of 'was' and 'were'.

All staff should arrive in school in good time to begin their contracted hours. (8:30am for teaching staff, no more than 10 minutes before starting for support staff, unless completing tasks/preparing work for the day in classroom areas).

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable. All staff must ensure that they do not use any phrases or references to gender or other stereotypes. Any personal opinions that may be seen as negative towards the school, or any personal political views that could cause offence should not be shared with others when representing the school.

Safeguarding pupils

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Leads (DSL) for Child Protection. The school's DSL's are Mr Mark Grogan (Headteacher) and Mrs Lorraine Kearns (Learning Mentor). In their absence please see Mrs Julie Morris (Deputy Headteacher). The Safeguarding Governor is Mrs Fiona Taylor.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Security and Identification badges

Staff must only use their ID for official purposes and they must not give it to anyone else. They must ensure it is visibly displayed at all times whilst on school premises and when on other schools or external premises. Staff are encouraged to question anyone on school premises who is not displaying either an ID or a visitor's badge. If staff lose their ID they must report it to the School Business Manager (Mrs Nicky Smith) and they will need to pay for a replacement. Staff who leave the employment of the school are required to return their ID and any other school equipment they may have.

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Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

Staff must approach pupil interactions with a positive attitude.

Honesty and Integrity

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.

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.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

Criminal actions

School staff must inform the Headteacher (Governing Body if the staff is the Headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

The Headteacher or Governing Body will discuss this with the staff in the context of their role and responsibilities in order to help safeguard children and other staff at the school.

Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where a staff falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter.

Financial Inducements

Declaration of interest

In this section, "business contact" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

Staff should consider carefully whether they need to declare to the school their business contact where this might cause a conflict with school activities. Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if staff are in doubt about a declaration, they are advised to consult a member of the Senior Leadership Team. All declarations should be submitted in writing to the Head teacher on the school Register of Business Interests.

Health, Safety and Welfare

Staff must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either on or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies, the school and if required, the local authority.

All staff have a duty to take reasonable care for their own Health, Safety and Welfare and those of colleagues and pupils whilst at the school or whilst involved in school activities.

All staff have a responsibility to understand the administering medication policy and be aware of the potential triggers, signs and symptoms of common medical conditions as well as knowing what to do in an emergency. Our Health & Safety Designated Lead is Mrs N Smith (SBM)

Conduct outside of work

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

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

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Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. (See School's Social Media Policy)

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.

Use of school property, facilities and equipment

Staff must only use school property, facilities and equipment for the school's business unless they have their line manager's permission.

Staff may make phone calls or print personal documents, within reason and within their own time, but they are required to reimburse the school for the cost. Printing costs can be verified by the School Business Manager.

When staff leave the school's employment, they must return any property belonging to the school. This may include, but is not limited to, security and identity cards, door fobs, lap-top, mobile phones or items of uniform.

The school has the right to monitor school e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses.

Staff dress code

An effective member of staff will dress appropriately as a professional to model the expectations we have of our pupils.

Respect in the school community begins with appearance and staff should strive to be a positive role model for each pupil. Pupils will tend to model the behaviour and appearance they see in the classroom.

Making a good impression upon parents and carers will help foster a productive relationship to help the pupils excel in the classroom. Staff are expected to dress in smart, professional attire, promoting our drive for excellence.

Clothing

Male staff are required to wear a formal suit or smart trousers and a shirt with a jumper (optional).

Female staff are required to wear a skirt of appropriate length (just above the knee, but ideally knee length), or full length trousers, dress, smart blouse or plain t-shirt/polo shirt (long or short sleeve) or suit with a jacket. Footwear should be of sufficient strength and stability to allow staff to carry out tasks related to their duties safely. Our expectations for the school environment are:

- No denim/canvas
- No ¾ length trousers
- No revealing clothing e.g. low cut /strappy/see through/tight fitting tops or short skirts
- Shoulders should be covered so that no straps from underwear are on view
- No leisure shoes e.g. flip flops (or other footwear where toes are not covered)/trainers (with the exception of trainers during PE lessons)
- No inappropriate slogan tops
- No cropped tops

Please note: leggings are only acceptable attire when worn with a dress which is just above the knee or ideally knee length

During the summer months staff should be mindful that pupils still wear the same formal uniform.

When teaching PE staff should dress in accordance with their role (sportswear, trainers/pumps).

All staff must wear their names badges /ID.

When on the playground at playtime/lunchtime, staff should wear a school coat (weather dependent) and Hi – Vis jacket.

During non-uniform days, please ensure clothing is still suitable for school and follows the same expectations.

Clothing (PE lessons/sports activities)

All staff are required to wear a St. George's Central staff PE kit which may include the following: St. George's Central jacket, St. George's Central hoodie/long sleeve t-shirt, St. George's Central navy t-shirt with dark tracksuit trousers and trainers (knee length dark blue/black shorts may be worn during summer months when weather is warm). Staff can wear this clothing for the whole day when it is their PE lesson 'day', regardless of the time the lesson is conducted. Staff supporting PE lesson should at least change their footwear for the lesson.

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Appearance

- Make up should be subtle
- No extreme hairstyles/colour
- Long hair should be tied back
- No visible body piercings (except stud earrings)
- Jewellery must be discreet
- Any tattoos should be covered at all times
- Nails should be sufficiently short to ensure safe interaction with children
- Staff should look clean, tidy and well groomed

INSET/Trips/School events /Parents' Evenings

All staff should dress formally for school events, including Parents' Evenings. Staff should be dressed appropriately for the weather conditions and activities undertaken on school trips/event. During INSET days, any arranged meetings with parents or carers or outside agencies should be done so in formal attire.

Community events

All staff should wear their St. George's Central CE Primary School and Nursery jacket when representing the school at formal community events, for example: Remembrance Sunday, Community Carol Services. At other events, staff can wear the school staff PE kit, for example: at school sporting events, Shakerley fun day etc.

Support staff

Caretaking and cleaning staff are provided with protective uniform that should be worn at all times. Welfare staff are provided with appropriate uniform that should be worn at all times e.g. tabard, apron, school coat and Hi – Vis jacket.

Confidentiality

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

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the school's Designated Safeguarding Leads (Mr Grogan or Mrs Kearns) any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action.

Staff member: _____ (printed name)

Role: _____

Staff member: _____ (signed)

Date: _____

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St. George's Central CE Primary School and Nursery
Quick Guide for Students and Volunteers

Thank you for coming into our school and we hope you will enjoy your time here and gain valuable experience. Please carefully read the information below.

1. Please arrive punctually each day and wear appropriate clothing (see Staff Code of Conduct).
2. If for any reason you are unable to come into school please inform us as soon as possible (01942 883773).
3. If you need to know something or if in doubt about what to do or who to see – please ask.
4. Confidentiality – this is of paramount importance for all. Please do not discuss, outside of school, the behaviour of parents and/or pupils and conversations between staff. It is particularly important not to discuss the progress of pupils or other information of a confidential nature.
5. Child Protection – All staff are trained to be aware of child protection issues and how to respond to pupils who disclose information of a child protection nature. As a student/volunteer your response to a child who does this is to tell the child that you will have to report this to someone who can help them – do NOT offer to keep a secret and report to Mr Grogan or Mrs Kearns immediately.
6. Personal Protection – Be aware of not putting yourself into 'Vulnerable', situations. For example: being alone with a child, going into the pupil toilets or speaking inappropriately to pupils. Only authorised staff have the right to, 'touch' pupils, for example: to move them or prevent them from injuring themselves or others. You do NOT have this authorisation.
7. Report any issues of Health & Safety around school to the Health & Safety Officer, Mrs Smith. Please note in case of fire, please accompany the class you are allocated to the fire assembly points which are at the bottom of the playground near to the field at the back of school where class registers will be taken. Please seek help from a member of staff with regards to First Aid issues. The qualified First Aiders in school are Mrs Smith, Mrs L Kearns, Mrs T Leech and Mrs Malley in KS1 & KS2 and Mrs Davies in Nursery and Miss Killian in Reception.

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