



Benhurst Primary School Policy Statement

'Only my best is good enough for me'



Policy	Volunteer and Work Placement
Implementation Date	September 2016
Review Date	September 2019

At Benhurst Primary School, the development of all children's social, moral, spiritual and cultural growth is paramount. We believe that the most important function of the school is to maintain an environment in which every member of the school is able to achieve success and self-fulfilment. There must be a total consistency of expectation that everyone (irrespective of gender, race or culture) should feel safe and secure, have empathy for all others, and place a high value upon individual achievement and personal development.

The purpose of this document is to outline our policies for work experience and to ensure that ALL volunteers are aware of the expected 'behaviours' and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all of our children. (Please also refer to the school safeguarding policies.)

Aim of Policy

At Benhurst, we know the importance of qualifications and training to support the quality of our teaching staff. As part of our commitment to quality, we offer placements to students undertaking training in Primary and Secondary teaching.

The types of placements we offer include:

- Primary experience placements offer high quality graduates who are applying for Initial Teacher Training.
- Secondary PGCE students these are undergraduate students, who are placed in a primary school, exploring the primary curriculum and how it underpins secondary education.
- NVQ students who require practical placements as part of their course requirements.
- A level/BTEC placements these are 6th form students who do a practical placement as part of their course requirements.
- Volunteers with specific reasons for gaining school experience, including those who are applying to for Initial Teacher Training.
- Year 10 and 11 pupils who feel in the future, they may want to go into teaching or other fields of work with children. They are given the opportunity to experience working as part of a year group team, interact with children and learn to follow instructions and carry out simple jobs and tasks that they are set.
- Parents and members of the local community who would like to support our children in being the best they can be

We aim to provide candidates on placement with us experiences that contribute to the successful completion of their studies, and we provide examples of outstanding practice in Primary education.

Safeguarding children and adults from abuse is everybody's business. We all share the responsibility to ensure that every person in society is treated with dignity and respect and protected from others who may abuse them. All work experience candidates and volunteers who come into contact with our children have a duty of care to safeguard and promote their welfare and to work to prevent, detect and report neglect and abuse. Whilst

candidates are on placement at Benhurst, we have an obligation to make arrangements to ensure their health, safety and welfare and also the health, safety and welfare of our children.

Equal Opportunities

Benhurst is committed to the equal opportunities for all and to the proactive and inclusive approach to equality, which supports and encourages all underrepresented groups, promotes an inclusive culture, and values diversity.

Arrangements for Young People on Work Experience and Volunteers

Arrangements for young persons will be made before the start of any placement. There will be liaison between Benhurst Primary School and the school or college which the young person attends and, where necessary, the parents and also the organisation arranging the placement. An interview will take place where the school's work experience coordinator will discuss safeguarding regulations so that students understand what is deemed to be appropriate and professional behaviour in school. The School will also ensure that students understand what is meant by 'child protection' and the need to disclose to the class teacher any issues that pupils may reveal to students while on placement. An escorted tour of the school will be given and the emergency fire evacuation procedures will be discussed including the locations of the nearest exits and the fire assembly point. Information on the accident reporting system and location of school office/signing in book/toilets and other key areas will also be discussed at this stage.

Definition

A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed to whilst at work. Benhurst is legally required to take particular account of the young person's lack of experience of work place safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made.

Arrangements for Adults on Work Experience

Adult volunteers will be made aware at interview of the schools policies for Safeguarding and their personal responsibilities (Please refer to the school's safeguarding policies).

Procedures

- We require candidates on qualification courses to meet the 'suitable person' requirements of Ofsted and have CRB checks carried out.
- We require schools placing students under the age of 18 years with us to vouch for their good character.
- We supervise students under the age of 18 years at all times and do not allow them to have unsupervised access to children.
- Candidates undertaking qualification courses who are placed in our school on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the school may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We take all candidates for work experience through an induction process which includes all safety elements such as exits, medical procedures, policies and fire drills.
- We require candidates to note our School Policies, in particular our Safeguarding Policy, Health and Safety Policy, and Confidentiality Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

- We provide candidates, during their interview for their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

There is no requirement for a CRB disclosure for those visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time (although these candidates will be barred listed) or secondary pupils (under 18) undertaking voluntary work or work experience.

Limitation of Work Undertaken

The majority of our work can be classified as low risk. The school does, however, undertake some higher risk activities such as maintenance work. Within the school's buildings certain higher risks are undertaken by the site manager, cleaning team and contractors. Under no circumstances is a young person or volunteer permitted to undertake any of these higher risk tasks or visit unaccompanied to the school kitchen and boiler rooms.

Class Teachers Responsibility

Any young person or volunteer undertaking work placement is placed with a class teacher who will assist and guide the individual at all times. It is the responsibility of the class teacher to take responsibility for the young person's or volunteer's health and safety. Regular checks will be made by the work experience coordinator to ensure that the volunteer or young person is able to cope with the work and the hours of work required. If at any time the individual is concerned about any issue they should feel free to voice that immediately to their class teacher.

Smoking

The school operates a no smoking policy on its premises and in its grounds. This also includes the use of e-cigarettes or similar devices.

Working Hours

Class teachers should ensure that all work experience candidates work from 8.45 to 15.30 (unless attending extra-curricular activities agreed prior to commencing the placement). It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement to travel home safely avoiding the hours of darkness.

Young persons must not be left to work in isolation.

Volunteer hours are decided through discussion with the work placement co-ordinator and class teacher. The hours volunteers work varies related to time available and course expectations.

Safeguarding Children

Benhurst Primary School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Lead, David Denchfield or Deputy Lead, Kerry Loyns. The safeguarding governor is Stella McCarthy.