



# **The Gateway Primary Academy**

## **Policy for Volunteers and Work Experience Students**

September 2025

Written by: Mr Cassem

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**The Gateway Primary Academy's volunteer and work experience policy is part of our school's safeguarding system and policy and should be read in conjunction with our safeguarding policies:**

- Safeguarding and child protection
- Online safety
- Acceptable user
- Code of conduct
- Confidentiality
- Behaviour
- Health and safety
- Whistle blowing
- Social media and use of smart technology

### **Introduction**

**There are 5 main purposes of this policy:**

- To enable opportunities for children to be enriched both within the curriculum and the extended school
- To establish expectations for both staff and volunteers.
- To promote continuity and coherence across the school
- To state the school's approaches to volunteers in school to promote public, and particularly parent's and carers' understanding of the curriculum.
- To ensure that all safeguarding procedures are clearly followed alongside KCC guidelines

At the Gateway Primary Academy we recognise that volunteers at our school bring with them a range of skills and experience that can enhance the learning of children within our school. We welcome and encourage volunteers from the local community and organised work experience students.

**The types of activities that volunteers engage in, on behalf of the school, include:**

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils to support their learning
- Accompanying school visits

### **Our School Aims:**

All adults who work in our school, whether paid member of staff, or a volunteer are expected to actively promote our vision as identified below:

- **Through outstanding teaching and a diverse creative curriculum, our pupils will develop confidence, independence and a love of learning. We aim for our pupils to achieve their full potential physically, socially and academically whilst preparing them for a successful future in a multicultural society by celebrating diversity and embracing our British values.**

All adults are expected to:

- Support the delivery of a high quality curriculum
- Have high expectations of all pupils and not put a ceiling on their learning
- Support the class teacher/other adults with providing a learning environment that is safe, secure, happy and stimulating
- Support the school's community ethos, which supports self-worth, value and respect for other
- Nurture an attitude of self-belief and developing an understanding that positive risk taking and self-evaluation are essential stepping stones to successful learning
- Work together to meet the needs of all pupils through inclusive practice
- Maximise learning opportunities through partnership with parents and the wider community
- Support children in developing their awareness of individuals' rights and responsibilities and the recognising the importance of British values

### **Becoming a Volunteer**

Anyone wishing to become a volunteer within the school on a regular basis are required to complete our volunteer application form (**Appendix 1**)

Once the application form has been returned, references are requested and all safeguarding checks including an Enhanced Criminal Records Bureau, identity confirmation are completed. An informal interview with the Headteacher will take place before the volunteer is allowed to work within the school. Prior to starting at the school the volunteer must produce their Enhanced CRB certificate. Details of this certificate will be kept on the Single Central Register held in the school office. Please note becoming a new volunteer can take up to half a term.

### **Deployment of Volunteers and Work Experience**

All volunteers at The Gateway Primary Academy will be made to feel welcome. After discussion with the Headteacher arrangements for the deployment of the volunteer/work experience student will be made with the relevant class teacher/member of staff, this will ensure that all parties are comfortable with the area of learning they will be supporting and ensuring the best possible outcome for all parties.

Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and there is a mutual agreement and understanding. Induction will include tour of the school and full instruction on health and safety procedures, such as: emergency exits to ensure safe practice at all times.

The class teacher will ensure that the student on work experience receives the correct amount of support and will complete the paperwork required by the students for the completion of their work experience.

### **Safeguarding**

The welfare of the children at the Gateway Primary Academy is paramount. To ensure safety we adopt the following procedures:

- All volunteers are given a copy of the Volunteer policy
- All volunteers complete the volunteer application form (available in the office) providing two referees and asked to sign the acceptable user agreement
- To ensure the safety of our pupils, all volunteers must be cleared by the Criminal records bureau prior to starting to volunteer
- All volunteers are informed that should any child divulge any information about themselves or those around them which are cause for concern these should be reported to the Mr Cassem (HT/DSL) or Miss Warner (DHT/DSL) or Mrs Rafter (DSL)
- A list of volunteers will be kept in the office area.

### **Online Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising the core message of safe content, contact and conduct when using it. This can include accessing websites and online content, email, mobile phones, social networking etc. Volunteers are expected (like staff) to read, sign and follow the guidance given in our school's **acceptable usage policy**.

While volunteering in school, the volunteer's mobile phone should be switched off or put on silent and put in the class cupboard. Any wrist watches which connect to the internet should not be used during class time. Adults in school can not make or receive calls during lesson time and should go to the staffroom or school office to send messages. Volunteers should not use their own phones to take photos in school and should only use a school device if directed by the class teacher.

If a volunteer has any online safety concerns, they should inform Mr Cassem (HT/DSL) or Miss Warner (DHT/DSL) or Mrs Rafter (DSL)

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers may have about the children that they with/come into contact with should be voiced with the class teacher and not with the parents/carers of the pupil or any persons outside of 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 the child if divulged by a third party other than directly from the school. Volunteers who are concerned about anything another adult does or says should raise the matter with the Headteacher.

### **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for the pupils at all times, including the pupils behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected learning outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the class teacher in the event of any query/question regarding the children's understanding of a task or behaviour.

### **Health and Safety**

The school has a Health and Safety policy and this is made available upon request to volunteers working in the school. It is the class teacher's responsibility to ensure that volunteers are clear about emergency procedures (e.g. fire alarm or lock down procedure) and about any safety aspects associated with a particular task, for example using DT equipment.

### **Off-site Visit Volunteers**

Volunteers who are accompanying the class on a school visit are made aware of the risk assessment which has been implemented, the requirements of behaviour management and the curriculum outcome value of the trip. Volunteers do not require an enhanced CRB check, but where possible the school endeavours to use volunteers who have had enhanced CRB clearance especially where they will be in sole charge of the pupils.

Volunteers will only be given a group of pupils that they will be able to manage successfully, overall responsibility will be with the class teachers and any behaviour problems should be brought to the class teachers notice immediately. Volunteers will not be given any children who have a health care

plan or behaviour management plan to ensure Health and Safety and risk assessment procedures are adhered to.

Where possible groups will be kept together to ensure the whole class will enjoy the learning experience together. If this is not possible, two groups should be joined to ensure that a member of staff is with a volunteer to act as additional support.

### **Extended Schools Volunteers**

Volunteers who are supporting pupils in experiencing extended school activities will be supported in the following manner by being provided with:

- A weekly register for completion each week
- Weekly support from administration staff when signing in and continued communication
- Use of the school's golden rules for behaviour management
- Immediate support when requested
- A member of the SLT to call in the case of an emergency

Extended schools volunteers are expected to:

- Use the golden rules to reinforce the school's expectations of behaviour at clubs
- Have access to first aid
- Be aware of fire evacuation procedures
- Have a safe routine for handing children over to parents/carers

### **Complaints procedure**

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- Speak with the volunteer about a breach in the volunteer agreement and seek reassurance it will not happen again
- Offer an alternative placement for the volunteer
- Inform the volunteer that the school is no longer able to use them.

Signed \_\_\_\_\_(Headteacher)

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

## Appendix 1 - Volunteer Application Form



# The Gateway Primary Academy Volunteer Application Form

Dear Volunteer

Thank you for requesting to work in our school. Before we can accept any volunteers we are required by Ofsted to ensure that the correct safeguarding of children procedures are followed. To enable us to process your application we would ask that you complete this form. **We will not be able to accept you if you do not produce a current enhanced Criminal Records Bureau disclosure and proof of identity at the time of volunteering.**

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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Mobile \_\_\_\_\_

Do you have an Enhanced Criminal Records Bureau disclosure? \_\_\_\_\_

**Please circle which area of school life you wish to volunteer in:**

After school Clubs   Lunchtime Clubs   Classroom helper (during school day)

Please indicate the days/times you wish to volunteer for:

| Monday |    | Tuesday |    | Wednesday |    | Thursday |    | Friday |    |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| Am     | Pm | Am      | Pm | Am        | Pm | Am       | Pm | Am     | Pm |
|        |    |         |    |           |    |          |    |        |    |

Please state the reason for applying for voluntary work at our school:

|  |
|--|
|  |
|--|

Please advise what qualifications you currently hold or are working towards:

|  |
|--|
|  |
|--|

If you have worked in a school previously please state where and when:

|  |
|--|
|  |
|--|

You will be required to provide two references prior to being accepted within our school.

| Reference 1:                              | Reference 2:                              |
|-------------------------------------------|-------------------------------------------|
| Name: _____                               | Name: _____                               |
| Address: _____<br>_____<br>_____<br>_____ | Address: _____<br>_____<br>_____<br>_____ |
| Telephone Number: _____                   | Telephone Number: _____                   |

Do you have any illness/disability which may affect your working as a volunteer? \_\_\_\_\_

If yes please provide details:

|  |
|--|
|  |
|--|

In the case of an emergency please advise your next of kin details:

|                               |         |
|-------------------------------|---------|
| Name : _____<br>number: _____ | Contact |
|-------------------------------|---------|

Relationship: \_\_\_\_\_

At this time we require evidence of your right to work in the UK even though you are a volunteer. We will need to see **one** of the following documents : UK or British Passport, a residence permit, a residence card issued by the Home Office, P45, P60, National Insurance number card, an immigration status document, **full** birth certificate issued in the UK (which includes at least one parent), a birth certificate issued in the Channel Islands, the Isle of Man or Ireland, an adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, a certificate of registration or naturalisation as a British citizen, a letter issued by the Home Office or Border and Immigration Agency which indicates that a stay is allowed indefinitely.

**Office use only:**

| DBS Disclosure Number | Date Issued   | Countersignatory    | Registered Body | Date seen by school | Evidenced By |
|-----------------------|---------------|---------------------|-----------------|---------------------|--------------|
|                       |               |                     |                 |                     |              |
| Right to Work         | Evidence Seen | Date seen by school | Evidenced by    | Reference 1         | Reference 2  |
|                       |               |                     |                 |                     |              |

**Please return this form to the school office. Thank you.**