

Rodney House School



# Student, Work experience and volunteers Policy

Reviewed:

Signed by Governor:

We believe that a placement for a student or volunteer at our school is a valuable opportunity to build experience whilst learning about working within a specialist school setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our school.

This document aims to give our students/volunteers an understanding of what will be required and how we will endeavor to provide them with the best experience possible.

### Roles and Recruitment

All adults who work in our school, whether a paid member of staff or a student or volunteer, are expected to work and behave in such a way as to actively promote our school vision.

- We encourage students/volunteers because we know they bring a diversity of skills, experience and help to enhance the children's learning opportunities.
- We understand that opportunities for learning and development can be one of the motivating factors for students/volunteers to join us and believe we can provide a valuable work experience.

### Volunteer Induction

All students/volunteers in school will receive induction from the student/volunteer coordinator or a member of the Senior Leadership who manages volunteers and student placements in school. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

### Confidentiality

Students/volunteers in school are bound by a code of confidentiality. Any concerns that students/volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/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.

Students/volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Teacher or lead TA in the class, a senior member of staff or the Head Teacher.

### Supervision

All students/volunteers work under the supervision of the Class Teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

We require that all students/volunteers receive supervision on a regular basis in order to ensure that they have clear purpose in their role, receive development and that they feel valued and supported.

Students must not work unsupervised with children, and must not be given responsibility for personal hygiene or other health and safety matters. Students and volunteers will not be counted as a member of staff in numbers.

### Health and Safety

The school has a Health and Safety Policy and this is made available on induction to students/ volunteers working in the school. Induction will ensure that students/volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task and discussion around children in the class which they will be working. Students/ volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher/Leads.

### Child Protection

All those that come into contact with children in their everyday work, have a duty to safeguard and promote the welfare of children.

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

- All students/volunteers are to meet with a member of the Senior Leadership Team or staff member responsible for inductions, to have a short induction and are given the opportunity to go over the schools policies. All students/volunteers will be given appropriate up to date information on safeguarding and protecting children in an appropriate format and will sign to agree that they will follow schools procedures:
- To ensure the safety of our pupils at all times, all of our student volunteers must have a current, enhanced DBS certificate
- Reporting - always discuss your concerns with the class Teacher who will support and advise.

### Complaints Procedure / Whistleblowing

Any complaints made about a student/volunteer will be referred to the Head Teacher. Any complaints made by a student/volunteer will be referred to the Class Teacher, Senior Leader or the Head Teacher.

The school takes seriously any form of malpractice. If something is troubling you which you think we should know about or look into please discuss it with a senior member of staff. We would rather you raised the matter at an early stage when it is a concern than wait for 'proof'.

### Social Networking and Mobile Phones

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your placement at this school or any activities which may bring the school into disrepute and/or may question your suitability to work with children.

The use of personal mobile phones is restricted. They must not be used during the day and only in designated areas. Key staff have been issued with work mobiles to be used on site and for community walks.

### Vulnerable Adults

A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of him or herself, or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting.

We may accept students/volunteers who fall under this category. The school has a duty of care to them and will work closely with the person responsible for their wellbeing (parent/carer or personal assistant) to ensure that appropriate support is in place. Sometimes we may have students/volunteers that do not have an enhanced DBS. We will adopt the following procedures:

- Ensure that a Risk Assessment is in place.
- The student/volunteer will not be left alone with children and will always be supervised.
- To obtain a reference from the college.
- To have half termly meetings to ensure that the work load is acceptable

It is our aim for placements to be successful learning experiences.