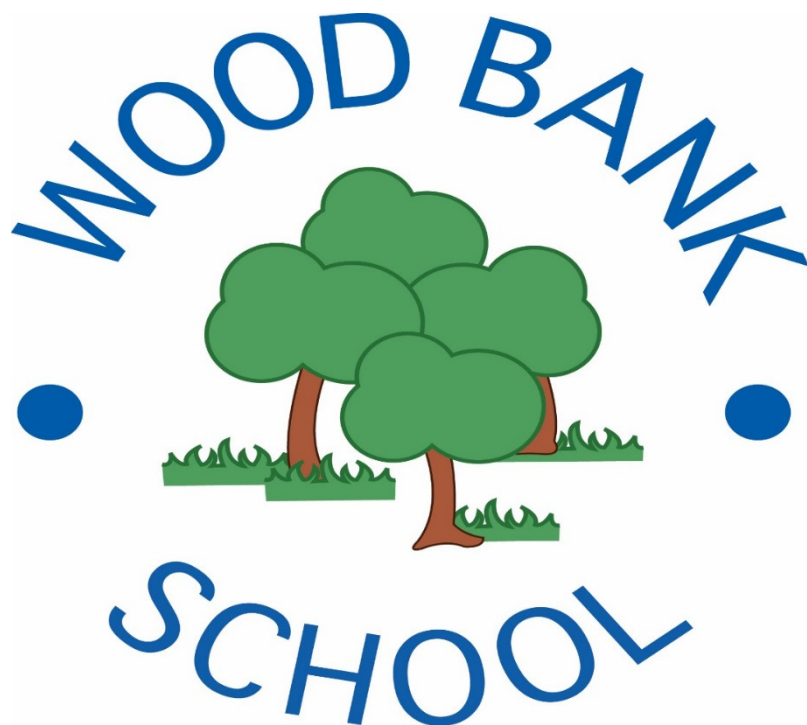




# WOOD BANK SCHOOL



## STUDENTS & VOLUNTEERS POLICY

<b>Policy Ratification</b>	<b>April 2018</b>
<b>Review Date</b>	<b>June 2021</b>
<b>Signed (Headteacher)</b>	
<b>Signed (Chair of Governors)</b>	

## Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

## Philosophy

At Wood Bank School we are pleased to welcome both students and volunteers. We always encourage you to visit us first, prior to your placement, to ensure that we are the right placement for you.

For volunteers we have an application form which requires references which we will give you on your first visit. Once references are back we will decide on the day/days that you will be in Wood Bank School.

Students usually come to us either from High school or College/Universities. School. Students on work placement will have their placement confirmed by Calderdale and Kirklees Careers service or the school direct once the student has secured the placement.

Parents/relatives/friends of children who wish to volunteer will not be placed in the child's class as their child may find this difficult to cope with.

Students and volunteers will be asked to visit school, discuss our policy and tour the school. We will also go through any documents provided by the high school or college.

## Procedures/Practice

### First Day of placement

- Student/volunteer to report to reception.
- Student/volunteer will be allocated a class to join and a timetable will be given to cover that placement.

When in our school we expect you to behave in a professional manner and observe the following:

- Mobiles phones must be switched off on entering the building.
- All information about our pupils is confidential and should not be discussed outside of school.
- If students have work to complete about their placement they **MUST NOT** use pupil's names to maintain confidentiality.

- Photographs must not be taken without permission of the Head Teacher or Deputy Head Teacher.
- Any course work completed should be shown the Deputy Head Teacher before the end of the placement.
- Volunteers/students must not give food/sweets to pupils.
- **NUTS MUST NOT BE BROUGHT INTO SCHOOL** as some pupils have allergies and are on special diets.
- Students/ volunteers must not discipline the pupils in school. You must always work under the direction of the class teacher. If a pupil is becoming disruptive please allow staff to put the behaviour plan into action.

### Responsibilities

- Student /volunteer to sign in and out of school each day.
- Student/volunteer to wear a visitors badge when in school.
- Student/volunteer to ensure they are familiar with the Health and Safety board in each classroom.
- Student/volunteer to follow the Wood Bank Dress Code.

### Health and Safety

- The Deputy Head will talk you through procedures before your placement including fire regulations.
- The teacher will tell you about procedures for pupils in the class.
- You must not move or help move a pupil unless you have completed the Calderdale Moving and Handling course.
- It is important that you wear sensible flat shoes. Tie your hair up if long and not wear dangling ear rings.
- You must not feed or give drinks to pupils who have specific feeding plans
- You will not participate in toileting.
- Volunteers/students must not take pupils to the bus at home time or off the bus in the morning.
- Volunteers/students are not to push pupil's wheelchairs/seating at any time unless a student teacher.
- If you have an accident whilst on placement you must inform the Head Teacher, Deputy Head Teacher or class teacher and fill the accident book in (main office).
- If you are ill when on placement/ volunteering please inform our office. The number is 01422 884170.
- Please refer to our dress code.
- **Remember this is a NO SMOKING ENVIRONMENT.**