

The Devonshire Hill Nursery & Primary School Volunteering and Work Placement Policy

Ratification date: 27 March 2023	Review date: As required
<p>At The Devonshire Hill Nursery & Primary School, we recognise and value the contribution of parents and other volunteers towards our school.</p> <p>The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.</p> <p>This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers and work experience (places), as well as a code of conduct which all placees are required to comply with.</p>	
Delegated to the Headteacher	

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- DfE 'Keeping children safe in education'
- DfE 'Disqualification under the Childcare Act 2006'

2. School regulations

2.1. Placees are required to follow all school policies and to make themselves familiar with school procedures, including the following:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Pupil Behaviour and Discipline Policy
- Equality Policy
- Whistleblowing Policy
- Code of Conduct, including dress code

2.2. Placees will be provided with an induction; covering the day to day operations of the school and break periods.

3. Regulated activity

3.1. For the purpose of this policy, the placee will be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

4. Safeguarding children and child protection

4.1. The placee will be provided with safeguarding information as determined by the governing body, using a proportional, risk-based approach.

4.2. Depending on the level of interaction with a pupil, it may be necessary to obtain a DBS

certificate and charges may be applicable.

4.3. The school **is** required to obtain an enhanced DBS certificate if:

- The placee intends to carry out activity for the school and it gives the opportunity for **unsupervised** contact with pupils.

4.4. The school **is not** required to obtain an enhanced DBS certificate if:

- The placee intends to carry out activity for the school and it gives the opportunity for **supervised** contact with pupils.

4.5. For placees who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

4.6. The school will obtain an enhanced DBS certificate, including barring list information, for any placee who is new to working in regulated activity.

4.7. The school will not obtain barring information for any placee who does not engage in regulated activity. The DBS cannot provide barred list information on any person, including placees, who are not in, or seeking to enter into, regulated activity.

4.8. The school may decide to conduct a repeat DBS check on any placee of whom they hold concerns about, either through a new application or via the DBS update service.

4.9. The school wants to ensure that activities are planned properly and safely, and that placees are informed of these plans. We ensure that placees have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

4.10. All placees are required to be identifiable and located at all times. For this reason, the following process will be adhered to:

- Sign in and out of the building at the reception
- Visitor badge worn at all times
- A member of the SLT team is made aware of where the placee is working.
- The placee's name and their placement days are recorded on the online calendar.

4.11. All staff and placees will remain alert to the potential need for early help of a child, and report this to a member of staff at the school or, if outside school, the local authority. This may include a child who:

- Is disabled and has specific additional needs.
- Has SEND.
- Is a young carer.
- Is showing signs of being drawn into anti-social or criminal behaviour, including

gang involvement.

- Is frequently missing or goes missing from care or home.
- Is at risk of modern slavery, trafficking or exploitation.
- Is at risk of being radicalised or exploited.
- Is in a family circumstance presenting challenges, such as drug and alcohol misuse.
- Is misusing drugs or alcohol themselves.
- Has returned home to their family from care.
- Is a privately fostered child.

5. Risk assessment process

5.1. The school may undertake an additional risk assessment, using professional judgement and experience when deciding whether an enhanced DBS check is required for any placee not engaging in regulated activity. The school will record the details of the risk assessment and store the details in the school office.

5.2. The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate:

- The nature of the work with the pupils
- The school's knowledge of the placee, including any formal or informal information offered by staff and parents/carers.
- Whether the placee has any other employment or voluntary activities, and where referees can advise of their suitability
- Whether the role is eligible for an enhanced DBS check
- The outcome of any additional checks as outlined by current legislative guidance.

6. Disqualification under the Childcare Act

6.1. Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

6.2. Any placee who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

6.3. An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and sexual offences against children and adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- They have received certain orders in relation to the care of children.

6.4. The school will not offer a placement to anyone who is classified as being disqualified under the above regulations.

6.5. When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into the individual's private life. The GDPR Act does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.

7. Supervision

7.1. If a placee is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable enough within the circumstances to ensure the protection of the pupils and staff.

7.2. When determining what supervision is reasonable so that the placee would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the individual is working with
- Whether or not there are other staff members present during the activity
- The nature of the placee's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many staff members would be supervised by each member of supervising staff.

8. Allegations of abuse (See also Child Protection Policy)

- 8.1. Any allegations of abuse, whereby a member of staff is accused of abusing a pupil, will be reported to the headteacher.
- 8.2. Should the allegation be made against the headteacher, this will be brought to the attention of the chair of governors immediately.
- 8.3. In any case in which LA children's social care has undertaken enquiries to determine whether the child or children are in need of protection, the headteacher and chair of governors will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.
- 8.4. If there is no cause to suspect that any significant harm is an issue, but a criminal offence might have been committed, the designated officer (DO) will immediately inform the police and convene a discussion to decide whether a police investigation is needed.
- 8.5. The DO will regularly monitor the progress of all cases, either by reviewing strategy meetings, or by liaising with the police and/or children's social work services colleagues or the school, as appropriate.
- 8.6. Clear, comprehensive records of all allegations are kept even if disciplinary action is not taken or proven.
- 8.7. Confidentiality is maintained whenever an allegation is made; however, there may be a need to share information with relevant agencies on a need-to-know basis.
- 8.8. Allegations of abuse made against placees will be dealt with in accordance with the *Dealing with Allegations of Abuse Against School Personnel Policy*.

9. Health and safety

- 9.1. All placees will be required to read and understand the Health and Safety Policy, prior to them undertaking any activity on behalf of the school.
- 9.2. All placees will ensure that they are familiar with emergency procedures as recorded in the Staff Handbook, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking, e.g. whilst in a cookery class.
- 9.3. If a placee notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

10. Absence

- 10.1. Placees are required to inform the school office by 8:00 am if they are unable to attend at the agreed time.
- 10.2. Failure to inform the school office on more than two instances may result in the placement being withdrawn and future requests for placement being refused.
- 10.3. If a placee is called away in the event of an emergency while on placement, they will inform the school office, the class teacher or senior leader, and will sign out of the building before leaving the premises.

11. Confidentiality

- 11.1. Placees will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- 11.2. Placees are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school.
- 11.3. Any placee who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.
- 11.4. There may be instances where a placee is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- 11.5. Placees will report any concerns to a member of staff and are instructed not to notify the parents/carers.

12. Internet use

12.1. All placees will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following school policies. Placees will not be set up with a school email address:

- *Online Safety Policy*
- *Data Protection Policies*
- *Safeguarding and Child Protection Policy*

12.2. Placees will have restricted access to the school network and will be instructed on ensuring appropriate use.

12.3. No placees are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

13. Use of School Equipment

13.1. No placee will be permitted to use school equipment without training, including the photocopier or Riso.

14. Monitoring and review

14.1. The headteacher will review this policy on an annual basis, and will communicate any changes to all members of staff and existing placees.

14.2. All placees will be required to read this policy prior to their attendance at the school.