



The **GALLERY** TRUST

A community of special schools

Volunteer and Placement Student Policy

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Bardwell Lead: Matthew Selsdon (Interim Headteacher)

Signed LAB:

Signed TGT:

1. Introduction

Volunteers enhance the learning opportunities of pupils at The Gallery Trust by contributing a range of skills and experience. We welcome volunteers who wish to work with our pupils on a regular basis, and who are prepared to demonstrate a clear commitment to enhancing pupil outcomes.

All adults who work in our school, including volunteers, have an absolute duty to promote and safeguard the welfare of children in the school, and to fulfil the expectations detailed in this policy.

Before working in the school, all volunteers will:

- Meet with a member of the senior leadership team
- Complete '[Level 1: Introduction to Safeguarding \(2021 recommended course for Volunteers\)](#)'
- Complete [Channel Training course](#)
- Provide DBS certificate
- Read Appendix 1
- Complete and return Appendix 2 - 6
- Provide photographic evidence of their identity
- Understand signing in processes
- Observe confidentiality of students and staff
- Follow the schools Covid site risk assessment
- Complete a 'taster' session

DBS

If volunteers are engaging in regulated activity, an Enhanced DBS check including Barred List check will be completed. A member of the Senior Leadership Team will risk assess whether the completion of an Enhanced DBS check is necessary. The risk assessment will be held on file. However, in the majority of cases an Enhanced DBS check will be completed on all volunteers.

In addition, any volunteer who has spent more than 3 months in any one overseas country must provide a Certificate of Good Conduct from the Embassy of each country.

Students above school-age who are on extended placements are required to have an Enhanced DBS check if they are in school for more than one day per week: in school for more than four times a month: have direct contact with children.

Please be aware that without the correct DBS documents in place and the above documents completed you will not be able to commence your work experience/volunteer placement.

Taster session

We encourage volunteer and placement students to visit Bardwell prior to any placement starting. In order to have the most successful and immersive placement a member of the Senior Leadership Team would like to be able to speak to you about the class you will be joining, information about our school day, the support we provide our students and general housekeeping information. We suggest volunteer and placement students come in for a morning (8.45-12.30) or afternoon (12.30-15.30) session before starting a placement. A convenient date can be arranged following the completion of all the correct documentation.

2. Expectations of volunteers

Confidentiality

All adults in school, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual pupils should be voiced with the teacher and NOT with any person outside the school. Volunteers who have concerns arising from the behaviour of any adults in the school which they do not wish to discuss with the teacher should discuss the matter with Iffley Academy Business Manager.

Supervision

All volunteers work under the supervision of the teacher of the class to which they are assigned. Teachers retain responsibility for pupils at all times, including 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 outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

On arrival, volunteers must report to reception, sign in (in the visitors book), and read notice for visitors (located on Reception desk).

The school has a Health & Safety Policy and this is available on request to volunteers working in the school. Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation maps located around school) and about any safety aspects associated with a particular task (e.g. off site visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the teacher or site manager.

The Gallery Trust has a no smoking policy throughout the site and its grounds.

Safeguarding

Safeguarding the welfare of pupils is paramount. Everyone who visits our school should be aware of their responsibility to make sure that all young people are safe. Please ask for Jade Levine (Pastoral and Safeguarding Manager) or refer to the school staff board (located in Reception) for identified Designated Safeguarding Leads (DSL), if you are unclear about areas linked to child safety during your visit.

If you are worried about the safety of any young person in our school, you must report this to Jade Levine or a member of the DSL Team. They can be contacted through Reception.

As a volunteer, it is important that you remember the following:

- Never exchange contact details with a pupil or agree to meet a pupil outside the school environment.
- Do not agree to contact pupils through social media.
- Keep a record of the times and dates of any unplanned contact with pupils and let Jade Levine or a member of the DSL Team know
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. You must inform Jade Levine or a member of the DSL Team immediately.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or member of the Senior Leadership Team.

The Head Teacher reserves the right to inform the volunteer that the school no longer wishes for them to continue their activities in school. This may be with immediate effect.



APPENDIX 1 - Guidance for volunteers

Bardwell School has 103 pupils on roll, all of whom have Education Health and Care Plans. Students have a range of learning difficulties.

The school has small classes, with 8 – 9 students in each group. Classes are grouped according to national curriculum year groups. Some classes have mixed year groups.

The school day commences for staff at 8.45am with a morning briefing in the staffroom. Pupils arrive for registration at 9.00am. The school closes at 3.15pm Monday to Friday. Lunch is served to students in the school hall in two sittings between 11.55am and 1.05pm. Please help yourself to refreshments, available in our staffroom, during your breaks.

Please ensure that you do not have any close physical contact with pupils or are left alone with pupils at any point during your visit.

If you have any concerns about Health and Safety, please raise these with a member of staff at the earliest opportunity. If the fire alarm sounds, please follow fire drill procedures (found in each area of the school) and follow the direction of the class team to the muster point.

We hope you enjoy your visit to Bardwell School. If you would like to discuss any aspect of your visit, please speak to the school office.



APPENDIX 2 – Volunteer application form

Bardwell School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

Applicant's Personal Details

Surname	
First Names	
Title	
Maiden name or previous names	
Address	
Email address	
Home phone no.	
Mobile phone no.	
Date of Birth	
Car registration - <i>if driving to site</i>	

Why are you applying for a placement at the school?

Please complete the relevant sections below: continue on an additional sheet if needed.

Please provide details of the placement you require:
Please provide details of any relevant courses being undertaken (course title and college name)

Please explain what you want to achieve from your placement, including how this could benefit the children in our school:

Placement Requirements

Please specify the type of placement you require (e.g. Year Group and/or curriculum area):

Please specify the length of placement (start and end date)

Please specify number of hours needed (if appropriate):

Please give details of preferred dates / days/ times of placement:

Further Personal Information

We would not normally provide placements in a class in which you have a relation.

Please provide details of any relations at our school:

Do you have any disabilities / other needs we need to take into account when you are in our school?

Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
Have you got a current DBS check (within the last 3 months)	Yes / No
DBS number:	
Proof of identity checked by HR and Payroll manager	
Details of documents:	Yes / No

References

Please provide two references. Please let your referees know that we may contact them.

	Reference 1	Reference 2
Name		
Address		
Tel No.		
Capacity in which they know you		

Next of Kin

	Next of Kin 1	Next of Kin 2
Name		
Address		
Tel No.		
Capacity in which they know you		

Declaration

I declare that the information given on this application form is true and correct.
Signed:
Print Name:
Date:

Data Protection Statement

Your personal data will be used by The Gallery Trust for the purpose of facilitating your volunteer experience. Your data will not be shared with any other organisation unless The Gallery Trust is legally obliged to disclose it, and it will be deleted once you have ended your volunteer experience.



APPENDIX 3 - Volunteer Policy

	Please tick to confirm
I confirm there is no reason why I should not work with children. I understand that all regular volunteers are required to have an Enhanced DBS check	
I confirm that I have read and will abide by The Trust's Volunteer and Placement Student Policy.	
I will contact the school if I am unable to attend as expected and will provide as much notice as possible	

Signed by volunteer:

Name:

Date:

Signed on behalf of The Gallery Trust

Name:

Date:

This agreement is binding in honour only and is not a legally binding contract of employment

Data Protection Statement

Your personal data will be used by The Gallery Trust for the purpose of facilitating your volunteer experience. Your data will not be shared with any other organisation unless The Gallery Trust is legally obliged to disclose it, and it will be deleted once you have ended your volunteer experience.



APPENDIX 4 – Key document sign off

Name of volunteer _____

I confirm I have read and understood the following documents:

The following documents can be found on the school website

1) Professional Standards and Conduct

- a. Code of Conduct and confidentiality agreement
- b. Behaviour Policy
- c. E Acceptable Use and eSafety Policy

2) Safeguarding

- a. Child Protection and Safeguarding Policy
- b. Keeping Children Safe in Education (September 2021)
- c. Mobile Phones and Smart devices Policy
- d. Social media policy

3) Health and Safety

- a. Health and Safety Policy

Signed _____

Date _____



APPENDIX 5 – Policy related questions

Please answer the following Policy Related Questions which can be reflected on to ensure you have considered the key documentations.

Policy Related Questions

1. You are in a class and a student stands up and starts walking around the room, what do you do?
2. You are in school and see something that you think could be safeguarding concern, what do you do?
3. Who is the Designated Safeguarding Lead at Bardwell School?
4. You come into school and are expecting to receive an important phone call during the day, what should you do?
5. What should you do in the event of a medical emergency?
6. What should you do in the event of a fire evacuation?
7. What key qualities should class-based staff display at all times?



APPENDIX 6 – Confidentiality Agreement

Whether you are a permanent or temporary employee of the council, a consultant or a casual or agency worker, you are likely to have access to sensitive information. Information is deemed sensitive if it is either of a personal nature, is commercially sensitive, or where its' disclosure would be problematic for the council or the person who is the subject of the data.

You may have access to sensitive information through records or reports, either on a computer system or in hard copy, or you may overhear comments. This information may or may not be connected with your specific duties.

You must treat all such information as strictly confidential and you must not discuss anything you learn with anyone who does not have a need to know. If you do not need to access such information in the first place, **don't** - even if you have physical access via, for instance, a staff or client database – as doing so may be regarded as an offence if you do not have a need to know.

Our service users and employees must be confident that their personal information will not be released to anyone outside the council unless:

- an agreement is in place to share information with other organisations we work with.
- there is a legal requirement to do so.
- it has been assessed that an individual poses a risk to the physical safety of others and those at risk need to be informed. This could include other workers, partner agencies, carers or members of the public.
- where there are safeguarding concerns and someone's life may be at risk.
- the person whose information is being shared has given their consent. If you are in any doubt about whether you can or should disclose something speak to your manager immediately and read the Data Protection Policy. Search under *Information Management* on the council's intranet. You are expected to maintain the confidentiality and security of information and to take all necessary steps to ensure this happens. You may be personally legally liable for any breach of confidentiality and also subject to disciplinary action. For agency and casual workers, your engagement will be terminated. Electronic systems can provide evidence of unauthorised access.

Please note: The above restrictions continue to apply even after your work for the County Council has finished.

Signed employee

Date