



Volunteer and Work Experience

Policy 2025-26

Brackenwood Junior School

1. Purpose

At Brackenwood Junior School we welcome and value the contribution made by volunteers and work experience students. Volunteers enrich the educational experiences of our pupils, support staff and strengthen the partnership between the school and the wider community.

This policy outlines how volunteers and work experience students are recruited, supported, and managed to ensure the safety and wellbeing of all pupils.

2. Scope

This policy applies to:

- Parents, carers and community members who offer their time voluntarily or are on Teaching Assistant courses.
- Students from secondary schools, colleges or universities undertaking work experience placements.

It covers all voluntary and placement activities conducted on school premises or during school-organised events and trips.

3. Definitions

- **Volunteer:** Any person who gives their time, skills or experience freely to assist the school without financial gain.
- **Work Experience Student:** A pupil or student placed in the school on a short-term basis to gain experience in an educational setting, usually through a formal arrangement with their school or college.

4. Safeguarding and Child Protection

The safety of children is paramount.

All volunteers and work experience students must comply with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) statutory guidance.

Checks and Clearances

- Volunteers who have regular or unsupervised contact with children must hold an enhanced Disclosure and Barring Service (DBS) check, including a children's barred list check, where appropriate.
- Occasional or supervised volunteers may not require a DBS check, but all must be supervised by a member of staff who holds a valid DBS clearance.
- The Headteacher (or delegate) will determine the level of checks required.
- Identity and reference checks will be completed for all regular volunteers.

5. Recruitment and Approval

- All volunteers must complete a Volunteer Application Form/send email confirmation to the school office.
- Volunteers and placement students must be approved by the Headteacher before starting.
- Identity and reference checks will be completed for all regular volunteers.
- The school reserves the right to refuse or end a volunteer arrangement at any time if it is not in the best interests of the school community.

6. Induction and Training

Before starting, volunteers and work experience students will receive an induction that includes:

- The school's safeguarding and child protection policy/procedures.
- Health and safety information and emergency arrangements.
- Behaviour expectations and confidentiality requirements.
- Staff conduct and professional boundaries.
- Whistleblowing procedures and who to contact with concerns.
- Where appropriate, have access to CPD, such as National College.

Additional role-specific guidance or training may be provided where appropriate.

7. Roles and Responsibilities

Volunteers and work experience students may assist with:

- Listening to pupils read.

- Supporting classroom activities under teacher supervision.
- Helping with displays, library organisation, or administrative tasks.
- Assisting during trips, events, or extra-curricular activities.
- If First Aid trained with proof of this, they can assist with first aid in line with their training.
- Working on pupil's support packs with them linked to their support plan targets.
- Supporting with playtime duties in addition to the ratio of school staff.
- Supporting with clubs, such as Community Garden, Darts Club etc under the supervision of a paid teacher or teaching assistant.

They **must not:**

- Take responsibility for the discipline or supervision of pupils alone.
- Have unsupervised contact with children (unless authorised and DBS cleared).
- Administer first aid or medication unless specifically trained and approved.

8. Conduct and Expectations

All volunteers and work experience students are expected to:

- Act as positive role models and follow the school's ethos and values.
- Maintain confidentiality about pupils, staff and school matters.
- Dress appropriately and behave respectfully at all times - in line with the Code of Conduct.
- Follow staff instructions and school policies.
- Report any safeguarding or welfare concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSLs).
- Inform the school office or Headteacher should they not be able to attend school on the days/times when they have said that they will at the earliest opportunity but by 8:45am.

9. Health, Safety, and Welfare

- Volunteers and students must follow the school's Health and Safety Policy.
- The school will provide information about fire safety, first aid and risk assessments.
- Any accident or incident must be reported immediately to a supervising, paid member of staff/Senior Leader - dependent on the accident/incident.
- Work experience students are covered by the school's employer liability insurance during their placement.

- If volunteers or work experience people have any concerns over welfare of pupils, staff or themselves, they should report them to a Senior Leader.

10. Confidentiality and Data Protection

Volunteers and work experience students may have access to confidential information.

They must not share personal details about pupils, staff, or families outside the school.

All data handling must comply with the UK GDPR and Data Protection Act 2018.

11. Problem Resolution and Termination

If concerns arise about a volunteer or student's conduct or performance:

- The supervising teacher or Headteacher will discuss the issue promptly and appropriate steps will be taken.
- The school reserves the right to end the arrangement immediately if conduct breaches safeguarding, confidentiality, or behaviour standards. Volunteers and students may also withdraw from their role with reasonable notice.

12. Recognition

Brackenwood Junior School values and appreciates the contributions made by volunteers and work experience students. The school will recognise their efforts through thank-you events/small gifts, certificates, or references, where appropriate.

13. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body.

Policy Reviewed: December 2025

Next Review Due: December 2026

Approved by: Mrs Sarah Lees / Mr David Stanley