

Date Valley School

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Volunteers and Students Involvement Policy

Volunteers in School Policy

- Date Valley School agrees that volunteers and students involvement in the life of the school can enhance the school experience, primarily for students and other staff alike
- Date Valley School welcomes volunteer and student placements and each applicant is judged upon individual merits
- The School reserves the right to refuse a volunteer for any reason
- Date Valley has established a policy in support of volunteers and students wishing to work with the school

Date Valley School volunteers and students include:

- Parents
- Members of the governing body
- Members of the PTFC
- University, College/ Sixth form and Secondary students
- Ex members of staff
- Members of the community

Volunteers may join the school for:

- Occasional support, these are times of individual events and generally volunteers' only commit themselves to one or two occasions
- Regular support, these are times when volunteers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term and will consist of timetabled weekly sessions. Examples of regular support are; listening to children reading, working with small groups of children, working with individual children, undertaking arts and craft activities with children, working with children on the computer and offering SEN support

Students join the school for:

- Teaching practice placements affiliated with a university or a higher education provider
- Teaching placements for other support courses affiliated with colleges and schools
- Work experience placement students affiliated with local secondary schools

Administration of volunteers/ students in school policy:

The school requires relevant documentation to be completed by all volunteers/ students before they are able to join. Volunteers/ students are given a copy of the school's guidelines for volunteers / students and consist of the following documents:

- Induction Form
- Staff details
- Health declaration
- Confidentiality statement
- Commitment to Date Valley School Volunteer and student placements form
- Criminal caution and convictions disclaimer
- Volunteer/ students protocol
- Volunteers policy
- Guidelines for volunteers

Application process in school policy:

Volunteers wishing to help in the school environment must make contact with the volunteer/ student co-ordinator. The applicant will be invited in for an informal meeting, this will help ascertain the applicants abilities and help decide where they would be best placed.

Students interested in joining the school for a placement can either make contact personally or via their own course provider. In both situations the course information including course provider must be given.

Once the school has agreed the applicant's suitability, the volunteer/ student co-ordinator along with the school principal will decide where the applicant will be placed.

The applicant would then be invited in for a DBS check with the school manager. Once the DBS certificate has been received an induction would take place. This would include a school tour of the premises, highlighting emergency exits, fire alarm points and completion of the induction checklist.

The volunteer/ student are requested to commit to their placement via a £50 admin fee, to cover the costs of administration and the DBS check.

ALL volunteers / students (over 16) must undergo a DBS police check in order to ensure that the children and staff of Date Valley School are protected.

Volunteer and student checks and record keeping are entered to the staff central register on commencement of the placement.

Volunteer/ students are given basic information such as layout of school; timetable structure and structure of lessons. 'Listening to Children Read' guidelines are handed out to those volunteers / students who assist with reading.

A register of volunteers / students is kept with the volunteer/ student co-ordinator in the management office.

All volunteers / students must apply via the prescribed means; this ensures all guidelines are followed.

All volunteers / students are reminded to sign in and out of school, in the volunteers / student register.

All volunteers / students must dress modestly.

Class teacher supervision/ mentoring:

The school and volunteer/ student partnership will allow all persons involved in pupil education to work to their full potential.

- Teachers should make sure that they take time to explain the learning objectives and outcomes so volunteers/ students feel confident about what they are doing
- Teachers should not expect volunteers/ students to do things they are not happy with. Often time is allocated to decipher the volunteers/ students needs and their placement is set accordingly.
- If a member of staff has a concern about a helper, in the first instance a quiet word may resolve the issue – usually it is just a case of not knowing. For more serious issues teachers should inform the student/ volunteer co-ordinator and then the principal.
- Volunteers / students are expected to telephone and inform school if they will be absent, prior to their start time, so appropriate arrangements can be made if any cover is required.
- All volunteers/ students are given a named identification badge which must be worn at all times when on school premises.

Extra notes for Students Placements in school:

At Date Valley we recognise the importance of training up the next generation of teachers, therefore we offer work experience for young adults in training, school placements as part of a higher education course and also offer opportunities for young people wishing to have work experience from school life.

- It must be confirmed in writing that students are registered with a recognised educational course
- Students should have guidance from the institute that they are assigned to. This guidance should indicate what the student needs to do and how they should manage their time
- The institution they are affiliated with is responsible for observations and guidance
- Date Valley School is committed to encouraging students to make the most of their experience within the school and to benefit from working with and observing others

- A mentor will be assigned to the student. This mentor will be responsible for making sure that the student has all that they need; for monitoring progress of the student; for advising the student when required and for filling in any necessary forms, observations and assessments, required by the college
- Guidance for the rules that students must follow is given to the teacher to whom the student is assigned
- Where applicable staff assigned as mentors will be offered the opportunity to attend training
- If a student wants to undertake a child study, permission will be required from the parents and the school
- The needs of the children come first. Students will not be admitted in numbers that we feel are detrimental to the children

This policy has been read and approved for Date Valley School, by the Principal, the Student-Teacher Coordinator and the Date Valley Trust Policy Committee.

Date: February 2014