



Volunteer & Work Experience Policy

MEADOWFIELD



1. Introduction

At Meadowfield, we believe that volunteers can provide a valuable contribution to the work and services of the school, and that they enrich the school through the breadth of their knowledge and experience. Their contribution is valued and respected and we are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan. We believe that by providing opportunities for volunteers to work alongside pupils with special educational needs, the range of skills and work experience can help them develop confidence and motivation, benefiting the community that they serve.

The aim of Meadowfield volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers
- This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Volunteers can be:

- Students on work experience and/or placements from University, College and Sixth form
- Members of the local community, including former pupils, local residents or friends of the school.

2. How we use volunteers

At Meadowfield, volunteers can be engaged in a variety of roles, for example:

- Hear children read and support in classes
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or Art

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

At Meadowfield we always put the wellbeing and safety of our pupils first and volunteers must be mindful of the processes and procedures to follow and of what is required of them.

The responsibility for the health and welfare of the children remains with the class teacher at all times.

3. Appointment of volunteers

Anyone interested in volunteering for the school should complete the application form under Appendix 1 and email it to: hr@meadowfield.kent.sch.uk

The request will be evaluated by the HR Officer and members of the Senior Leadership Team, who will decide if the school is able to support the application. It can take several weeks before an application is accepted and the volunteer is formally appointed. An informal meeting will be requested as part of the screening process.

The Principal has the authority not to accept the help of a volunteer if it is believed this will not be in the best interests of a child or children. The Principal also reserves the right to terminate a placement at any time.

Any volunteer who comes onto the premises is covered by the School's 'Public Liability' for accidents. If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

The school will assess the number of volunteer workers to be appointed to each department.

DISCLOSURE AND BARRING SERVICE (DBS):

There are strict national requirements about DBS checks on all adults who work or volunteers in schools. Volunteers who help in school regularly are required to complete an online DBS form and provide appropriate ID. The school maintains a log of those adults who have been DBS checked.

When a volunteer works unsupervised with children, this is classed as 'regulated activity' and an enhanced DBS check with a barred list check must be obtained before the 'regulated activity' starts.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

The results of any DBS checks that return with unspent and spent listed convictions are assessed on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.

The process has to be completed and cleared before the volunteer starts, so adequate time must be allowed for this.

For volunteers who help on a one-off occasion or visitors, a DBS check might not be necessary, however, ALL voluntary helpers or visitors will be subject to rigorous supervision whilst on the premises to ensure that the children are protected.

Under the school's lanyard systems, all volunteers must wear a red 'visitors' lanyard at all times in school. This indicates that they must be supervised by a member of staff, at all times whilst in school.

4. Induction and training

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. All volunteers must have safeguarding training.

Volunteers are expected to follow and comply to school policies and procedures; they must read, understand and agree these prior to beginning work at the school:

- Part 1 of Keeping Children Safe in Education
- Whistleblowing
- Data Protection
- Health and Safety
- Behaviour
- Voluntary Worker Code of Conduct

Copies of the school policies and safeguarding training are available on our dedicated training system, which volunteers will be able to access online, and health and safety key guidance and instructions will be provided on the first day.

Any further training requirement will be determined by the Principal or the appropriate member of staff, based on the nature of the work.

5. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents. This doesn't prevent volunteers from adhering to the school's

safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must inform the Designated Safeguarding Lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy, which can be found on our website or around the school.

6. Data protection and record keeping

Our privacy notice for volunteers and governors, available on our website, explains what information we collect about volunteers and why we collect it. We will retain records relating to volunteers in line with our records retention schedule.

Volunteer/ Work Experience Application Form

Please complete using black ink or type

Desired Work Experience Role (e.g. TA, Office based, etc.)	
Preferred Department/Age Group/Ability:	
Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Names:	

It would assist us if you could complete all sections. The information supplied on this Registration Form will be treated in the strictest confidence.

General Information About You			
Home Address		Address for communications (if different)	
Telephone No. Home:		Alternative Telephone No:	
Date of birth: <i>(required to meet Department for Education's Safeguarding Children and Safe Recruitment guidelines)</i>		Email Address:	

What interests you particularly about carrying out work experience at Meadowfield School?

--

Please state your preferred dates and time for work experience at Meadowfield School:

Days/Dates	Monday/Date	Tuesday/Date	Wednesday/ Date	Thursday/ Date	Friday/Date
AM					
PM					
Lunchtimes					
How many hours per week/month can you volunteer?			For how long (weeks/terms)?		

Accessibility

In order for us to assist you when you visit Meadowfield School, please could you complete the following section:

Do you consider yourself to be disabled?

Yes ☐

No ☐

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

Yes ☐

No ☐

The Disability Discrimination Act 2005 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.”

Is there anything you would like us to know about your disability to assist you in your role at Meadowfield School, for example (please tick):

☐ Induction loop or other hearing enhancement ☐ Accessible car parking

☐ Wheelchair access

☐ Other assistance (please specify)

Declarations

Meadowfield School is committed to safeguarding and promoting the welfare of children and young people and is legally obligated to carry out a relevant Disclosure and Barring Service (DBS) check before making appointments to relevant posts. An enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check.

Do you have a DBS check?	Yes/ No
If yes, what type of check do you have?	DBS check/Enhanced DBS/Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Criminal Offences

--

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes ☐ No ☐

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

Relationships in School

Are any of our pupils or staff in your family? If so, please write their name and your relationship below.

Name of pupil:	Your relationship to the pupil:


Protecting your personal information

Access to your personal data is restricted to personnel staff in accordance with Data Protection requirements. More information on how we use your personal data can be found in our Privacy Notice for Governors and Volunteers, which is published on our website.

I understand that any role, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been willfully withheld. I understand that if I am accepted as a volunteer, I am liable to be asked to leave without notice if the information on this form is later proved to be inaccurate.

Print Name:

Signed: Date:

 Statutory Policy Approved by SLT & Governing Body	
Policy Adopted	January 2023
Policy Approved	Date: Awaiting Approval
Next Review	Date: Academic Year 23/24