

Volunteer and Student Policy

Signed on behalf of the Governing Body

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Review Date; Autumn 2024

Next Review Date; Summer 2027

Produced by;



Latest Version Date;

Links to other policies

Notes

Pickering Community Infant and Nursery School

Volunteer/ Student Policy

Reviewed by N Smith

Philosophy

We believe that members of our local community offer a wealth of skills and experience to our children and staff. Their contributions in school are highly valued and have an impact on the education of our children.

All volunteers and students:

- have full DBS clearance
- are given an induction into school including a handbook, a tour of the school and a verbal discussion regarding safety, routines of school and confidentiality information. (students are asked to sign for their induction session)
- are sent training links to complete before beginning their experience in school. These links are in relation to safeguarding and 'Keeping children safe in Education'
- are invited to celebrations to recognise the support that they offer our school.
- are offered regular workshops to develop their skills.
- (volunteers) are given a questionnaire to complete highlighting what they perceive to be their strengths and areas of development. Support and tailored workshops are then offered where appropriate for development areas.
- are invited to our parent and school workshops, Friends of School events and assemblies.
- (students) are supported in line with guidance for their college or university.

As a school we:

- have a variety of volunteers in our school, ranging from parents and grandparents to those thinking about the teaching profession and members of the local community. These volunteers wear school logo badges with their names on them.
- support students from local schools, colleges and universities. Students wear school logo badges with their names on and the type of student they are (teaching, work experience etc.)
- deploy volunteers and students in different ways during different parts of a lesson. This could be:
 - observing the teacher during whole class inputs to understand what the teacher expects from the children and to understand the methods and presentation expectations
 - using the teacher's planning to support children's learning (student may follow their own planning with teacher support as necessary and may lead whole class teaching and learning)
 - completing jobs such as cutting and laminating resources
 - supporting groups of children in the library when choosing books
 - supporting groups of children with an activity in the classroom
 - enhancing play and learning in learning areas
 - supporting children with specific skills they need to practise e.g. key words
 - organising resources and displays for the children's learning environment

The teacher will use their professional judgement to use the volunteer's skills effectively and this will be recorded on their planning.