

BUCKLAND PRIMARY SCHOOL

STUDENT & VOLUNTEER POLICY

Governors' Responsible:	Full Governing Body (FGB)
Policy Originator:	Student mentor
Next Annual Review Due:	June 2023

AIMS

- To appoint high quality volunteers and students to support the children, activities and services.
- To offer opportunities for volunteers who wish to widen their skills and experience.

PROCEDURES

- An assessment to the suitability of volunteers requesting to work or assist will be undertaken.
- Safer Recruiting guidance in the appointment of volunteers will be adhered to.
- Access suitability, relevance and need for the school and children's centre.

APPLICATION

- Volunteers will need to provide relevant information prior to commencing work:
 1. Relevant qualifications, experience and other information training
 2. DBS check (if applicable)
 3. Character references may be requested

PROCESS

- Supporting letter from relevant educational establishment
- Assessment of suitability and appropriateness of the placement
- Application forms may be requested with character references
- Appropriate policies and procedures will be given
- This role may cease if circumstances change

OUR RESPONSIBILITIES

- A member of staff to mentor the volunteer or student
- Complete all paperwork required by colleges or training institutions
- We will strive to ensure that volunteers and students are matched to activities which are suitable for their skills, expertise and experience
- We will consult with students and volunteers before making any changes to their working conditions or placement

VOLUNTEERS' AND STUDENTS' RESPONSIBILITIES

Students and volunteers must ensure the following;

1. They are never alone with children
2. Refer all concerns to an appropriate member of staff
3. Signing in and out on arrival and departure
4. Wear identification badges issued at all times
5. Inform at the earliest opportunity if unable to attend.

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6. Wear a mask when walking around the school, this is optional once in your class bubble.
7. A lateral flow test may need to be taken before entering the school and the results reported to welfare@bucklandprimary.surrey.sch.uk – to be taken twice a week unless told otherwise and collected at the office before working alongside children and staff.