Rachel Keeling Nursery School
Student and Volunteer Policy

Rachel Keeling Nursery School, where the child comes first.

March 2017

To be reviewed March 2019
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1 Background

1.1 Students are crucial to Rachel Keeling as they provide another means for the school to reflect on its practice as well as contributing to the provision of high quality professionals within early years education and related fields. Volunteers equally offer valuable support and enhance service provision by filling a wide variety of roles, which may involve working with teachers, early years practitioners, teaching assistants and children. Neither students or volunteers can take the place of a member of staff.

2 Scope of Guidelines

2.1 These guidelines have been developed to cover students and voluntary workers undertaking duties on behalf of, and in support of, the activities of Rachel Keeling Nursery School. These guidelines set the minimum standards expected.

Expected Standards of Conduct for Students and Volunteers

Principles:

Students and Volunteers provide valuable assistance to the school and the local community and as such are responsible for their own conduct.

The following are some of the key standards with which Rachel Keeling Nursery School expects its students/volunteers to conduct themselves while undertaking tasks/placements.
Rachel Keeling Nursery School therefore expects the following from its students/volunteers:

1. As first point of contact to the public it is necessary to be polite and courteous at all times;

Rachel Keeling Nursery School has developed a set of values:

- **Rachel Keeling Values.**
- Please follow our school rules:
  - **Democracy** We have a voice.
  - **Rule of law** We share and take turns
  - **Individual liberty** We have a choice.
- **Respect** We show respect to everyone and everything.

2. All students and volunteers are expected to adhere to these values and support them at all times in school;

3. To read, sign and adhere to the school’s Safeguarding Policy, following procedure at all times;

4. To read and support our Behaviour Policy, alongside staff members;

5. To attend the school at the times/days agreed by both the student/volunteer and their mentor;

6. To maintain the security of any confidential or personal information you become aware of while on placement/volunteering at Rachel Keeling Nursery School;

7. No mobile phones may be used in the Nursery except at allocated break times.

**Failure to comply with any of these standards may result in your student placement/volunteering role being terminated.**

3 Use of Students/Volunteers

3.1 If the student/volunteer is a relative of a pupil or staff member of the school, they can still work in the school, however, consideration will be given to separating the personal and professional relationship.

3.2 The school may choose to end the placement and will inform the student/volunteer
immediately.

3.3 If a volunteer wishes to end their relationship with Rachel Keeling Nursery School, they should inform the Head Teacher or mentor immediately.

4 Recruitment of Volunteers

4.1. Volunteers
We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees when they apply to volunteer. References are taken up as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips) are supervised, in accordance with the legislation.

Students on Placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.) references and completion of an application form will not be required. However we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require the students to complete our Disqualification by Association.

Students on Work Experience

Students on work experience will always be supervised.

The Head Teacher must comply with the school’s Single Equality Scheme. Opportunities to undertake a placement should be available to all so long as the candidate does not compromise the quality or safety of its children or staff.

4.2 Head Teacher/Deputy Head Teacher should undertake a form of selection to ensure a person is suitable for the role. The process will be less formal than that used for paid employment; however it is still important that the Head Teacher/Deputy Head Teacher conduct a form of vetting and assessment of skills and suitability. The process should include:

- Volunteer expresses an interest in working for Rachel Keeling Nursery School. Head Teacher/Deputy Head Teacher explains safeguarding procedures and expectations and roles of volunteers within the school.
- Volunteer completes a contact form so that the school have their contact details
- Head Teacher/Deputy Head Teacher conducts an informal face to face interview
• Head Teacher/ Deputy Head Teacher conducts references where appropriate

5. INTERVIEWING

VOLUNTEERS/STUDENTS

5.1 Interviews should be less formal than for paid staff, however, it is important that Head Teacher/Deputy Head Teacher check that the person is able to undertake the role and understands what will be expected of them. The face to face interview is an important part of a Head Teacher’s/Deputy Head Teacher’s risk assessment process. Head Teacher/ Deputy Head Teacher should make every effort to place a person in a role that would be suitable and safe for them, and safe for anyone else coming into contact with them (such as other volunteers, pupils/students, employees, and members of the public).

5.2 Head Teacher/Deputy Head Teacher should also probe into the motivation to undertake their chosen work, especially if they have no previous experience. The interview should also promote the role and explain how the individual is likely to benefit from working at Rachel Keeling Nursery School and the positive input they can make.

6 PRE-EMPLOYMENT CHECKS

6.1 Head Teacher/Deputy Head Teacher should take up two references for all adult volunteers who are not known to Rachel Keeling wishing to work at Rachel Keeling Nursery School. Students will require a letter from their institution verifying their position and purpose for the placement.

6.2 DBS checks will be required for placements (students/volunteers) who are aged 18 and over. The Head Teacher/ Deputy Head Teacher are to explain the reasons for the check and reassure the student/volunteer that such checks are a standard procedure when working within schools. The Head Teacher/ Deputy Head Teacher should also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work. A criminal record will not be an automatic bar to volunteering, as only relevant convictions will be taken into account. A risk assessment will be undertaken by the Head Teacher in consultation with the chair of governors.

6.3 Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day will not require DBS checks. However, a person who regularly or frequently has contact with children or vulnerable adults will be subject to DBS checks.
Regular contact is defined as three times or more in a 30 day period. A DBS check will be under taken for all volunteers.

6.4 A person volunteering in a post working with children will not be permitted to start until appropriate checks have been undertaken.

6.5 Volunteers/students who have an unsatisfactory DBS check or reference will be automatically refused the role and will be advised of the reason for the decision by the Head Teacher/ Deputy Head Teacher.

6.6 Volunteers/students who do not agree to the checks will be refused the opportunity to work/be placed at Rachel Keeling Nursery School.

7 INDUCTION

7.1 All volunteers/students should be subject to a local induction to ensure that they know what is expected of them and what they can expect from Rachel Keeling Nursery School. This will take the form of a tour and discussion with either the Head Teacher or Deputy Head Teacher.

7.2 A copy of the student/volunteer policy will be provided to the Student/volunteer.

7.3 All students/volunteers are valued for their contribution and some of the standards we expect from our contracted employees will apply, such as demonstrating motivation, enthusiasm and a commitment to enhancing the learning for all our children. Students/Volunteers will also be required to be courteous and professional, including being punctual and conscientious.

7.4 Any student/volunteer working at Rachel Keeling will receive a briefing on safeguarding procedures by either the Head Teacher or Deputy Head Teacher. The Head Teacher will keep an up to date file of all volunteers/students placed at Rachel Keeling Nursery School in the Head Teacher’s Office. Emergency contact details will be kept in the Main School Office in the Emergency Contact File.

8 Mentoring

8.1 All students/volunteers will be provided with a mentor. The mentor will discuss with the student/volunteer on the frequency of meetings to ensure they are progressing effectively. The support and time provided by the mentor will be such that it does not impede on their role within the school. The student/mentor should initially see their mentor as the first point of contact for any questions/queries.