



Volunteer and Student Policy

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Volunteer and Student Policy

The Fairfield volunteer / student policy is part of the schools safeguarding system and procedures.

Fairfield welcomes, and encourages volunteers / students into Fairfield School, as we appreciate they can bring with them a range of skills, knowledge and experience that can enhance the learning opportunities of pupils.

All adults and young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose. They should follow the school Code of Conduct Policy at all times.

At Fairfield School all our pupils will be given the opportunity and experiences to engage in purposeful learning opportunities. We value the contributions of others, our families and the wider community. Anyone wishing to become a volunteer / or student and begin a placement at Fairfield, either for a one off session such as a school visit or on a more regular basis e.g. regular placement, needs to complete the application form. It is the school's decision to take on volunteers and this will depend on classes in school, the number of volunteers and students we already have on placement, and the potential impact on the children.

Application Process

Stage 1 – Complete and return the application form included in this policy

Stage 2 – Application form reviewed by SLT

Stage 3 – You will be asked to come into school for a visit to see if it is an appropriate placement.

Stage 4 – Decision made on placement

Stage 5 – References and DBS checks

Stage 6 – Complete and return the Volunteer / Student agreement form

Stage 7 – Start placement on date confirmed by the school

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed as a school to safeguard our pupils, and expect volunteers / students to share that dedication. The process of recruitment of volunteers mirrors the safer recruitment of paid staff, to ensure the most suitable adults for our school.

To ensure the safety of our pupils, we adopt the following procedures:

- All students and volunteers are informed of our safeguarding expectations
- All volunteers / students (over 16 years) must have been cleared by the Disclosure and Barring Service (DBS). If you do not have a DBS, the school will complete this check on you, this process can take a number of weeks to return the DBS certificate.
- All volunteers / students work under the supervision of a teacher. Teachers and support staff in school retain ultimate responsibility for pupils at all times.

Complaints Procedure

Any volunteer/student who makes a complaint must speak to the Headteacher in the first instance to resolve the issue. If unresolved then follow the school's complaints policy which is found on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.



Fairfield School Volunteer / Student Agreement Form

Thank you for your interest as a volunteer / student, we hope you will gain valuable experience from your time at Fairfield.

Please read and sign this volunteer / student agreement and return it to the school office by hand or email at office@fairfieldschool.uk

I will inform the school if any of the information I have provided changes.

- I have received and read a copy of the Fairfield School's volunteer / student policy
- I have received and read a copy of the Code of Conduct Policy
- I have received and read the school visitor and safeguarding guide
- I have received and read Fairfield School emergency procedures
- I will inform Fairfield School on 01924 326103 if I am unable to attend a visit / placement
- I agree to treat personal information obtained from being in Fairfield School as Strictly Confidential
- I give permission for my photograph to be used in Fairfield documentation Yes No
- I have a current DBS Certificate
Please bring it into school so we can check documentation

Name: _____

Signed: _____

Date: _____

Many thanks for completing this documentation. Please return it to the school office at Fairfield School, White Lee Road, Batley, WF17 8AS or email at office@fairfieldschool.uk



Volunteer / Student Application Form

Name:		
Address:		
Postcode:		
Telephone:	Home:	Mobile:
Email:		
Date of birth:		
If over 16, do you have a DBS:		

<p>Do you have any disability / other needs we need to take into account, or adjustments we need to make to allow you to work as a volunteer / student in school? No / Yes (please give details below)</p>

<p>References – remember to ask your referees for permission before you give their name. One Reference must be from your current or most recent employer/tutor. References will be requested as part of the recruitment process, and will form part of the decision making process. Your referees must be able to answer questions concerning your suitability for the post which includes any details of any investigations and/or disciplinary action. This forms part of the requirements under ‘Safeguarding and Safer Recruitment in Education’. Please do not name friends or family.</p>	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Telephone:	Telephone:
Occupation:	Occupation:

Please indicate the days / times you are available and over what period you are requesting to work

Please indicate in the box below to tell us why you want to work at Fairfield School as a volunteer or on a work experience placement. Include details of any special interest and the type of work you would like to be considered for (the age range of pupils you would like to work with).

This information will be used to ensure that you gain the most appropriate experience from your time with us.

I declare that any information I have given with regards to being a volunteer is completed and accurate and that I am not barred or disqualified from working with children or young people, nor subject to any sanctions or conditions on any employment imposed by a regulatory body or disclosure and barring service. I understand that to knowingly give false information, or to omit information could result in the withdrawal at any time in the future. Please refer to our fair processing notice that is available to read on our school website.

Signed:

Print Name:

Date:

Many thanks for completing this documentation. Please return it to the school office at Fairfield School, White Lee Road, Batley, WF17 8AS or email at office@fairfieldschool.uk