



Whole School Policy and Procedures for Volunteers and Students on Work Experience Placements (Including EYFS and Out of School Provision)

Please also refer to **‘Whole School Safeguarding and Child Protection Policy’, ‘Whole School Safeguarding and Child Protection Procedures’, ‘Whole School Safe Recruitment Policy and Procedures’, ‘Induction of New Staff and Procedures for NQTs’, ‘Whole School Preventing Radicalisation Policy (Including EYFS)’ and ‘Whole School Visiting Speakers’ Policy and Procedures’.**

Policy Statement:

Cranford House School is happy to welcome volunteers and students to the School and values the contribution that they make. We aim to provide experiences that provide examples of quality practice in early years care and education for students on work placements.

This policy has regard to the *‘Statutory Framework for the Early Years Foundation Stage’ Safeguarding and Welfare Requirement: Suitable People (3.9 ‘Providers must ensure that adults looking after children are suitable to fulfill the requirements of their roles’).*

This policy is available to all interested parties and staff upon request from the main School Office and in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is reviewed annually, and when events or legislation requires, by the Headmaster, Director of Finance and Operations and Governors. The next review date is February 2024.

Key Personnel:

The Headmaster and/or Head of EYFS should be contacted in the event that any questions or concerns arise from this document.

EYFS Key Themes and Commitments:

This policy corresponds with the following *‘EYFS Key Themes and Commitments’*:

- **A Unique Child (1.3 Keeping Safe)**
- **Positive Relationships (2.2 Parents as Partners)**
- **Enabling Environments (3.4 The Wider Context)**

Procedures:

Volunteers:

- All volunteers wishing to work in the School will be interviewed by the Headmaster or his nominated deputy (such as Head of Key Stage or Head of Early Years). Not all volunteers will be accepted and working in this capacity at the School is at the discretion of the Headmaster.
- A DBS check will be undertaken and a minimum of two references obtained before commencing work at the School. The volunteer must also sign and return a Volunteer Agreement and undertake Safeguarding Training prior to or immediately upon commencing work at the School.
- Volunteers and students on placement will not be left unsupervised with children unless they have been subject to full safer recruitment checks and the DSL has approved this arrangement.
- All volunteers and students must read and agree to the School's Code of Conduct as part of their induction.
- Confidentiality:
All volunteers and students must treat information about pupils, staff, and the School as strictly confidential. This includes academic progress, behaviour, medical or personal details, and anything observed during their placement. Such information must not be shared outside the School, including on social media, and any queries should be referred directly to a supervisor or the DSL. Breaches of confidentiality will result in the immediate termination of the placement.
- All volunteers receive a Volunteer Induction pack from the School outlining the rules, policies and the School's expectations and will be asked to sign to acknowledge understanding of these documents (which includes the **'Whole School Safeguarding and Child Protection Policy'**, **'Whole School Safeguarding and Child Protection Procedures'** and **'Whole School Preventing Radicalisation Policy (Including EYFS)'** and details their responsibilities relating to them.) Failure to comply with the School's policy and procedures or behaving in a manner which would bring the School's name into disrepute would lead to the role being terminated.
- Volunteers and students will receive guidance on fire procedures, lockdown protocols, first aid arrangements, and how to report safeguarding concerns.
- The volunteer should sign the IT Contract and complete the Medical Form and the Emergency Staff Contact Form if they are in School for more than one day.
- They will also receive full training and copies of written policies relating to Safeguarding and Health and Safety as would any other members of staff when they commence work at the School.
- Volunteers are required to sign in and out of the Visitors' Signing In/Out Book in the main School Office to comply with Fire Regulations and Policy. They are issued with a green 'Volunteer' lanyard and ID pass to be worn at all times.
- The School's employers' liability insurance covers voluntary helpers.
- For full details on volunteer recruitment, please see the HR Coordinator.
- Cranford House School values diversity and inclusion and expects all volunteers and students to respect and promote these values during their placement.

Students on Work Experience Placements:

Students who are undertaking a long-term placement (i.e. who are generally on college or teaching work placements of more than two weeks rather than those who are on a week-long school work

experience placement) at the School will be subject to the checks and procedures laid out in the paragraph entitled 'Volunteers' above.

- A student wishing to work in the School or Nursery will be interviewed by the Headmaster, a member of the Senior Leadership Team and a nominated deputy such as Head of Key Stage or Head of Early Years.
- The student will receive a job description or details of their placement.
- A Risk Assessment is undertaken to ensure compliance with the School's safeguarding responsibilities.
- Schools or colleges wishing to place students under the age of 17 years within the Nursery are required to vouch for their good character. Written references from their college are required before commencing work experience.
- Students are not counted in our staffing ratios. However, trainee staff employed in the EYFS may be included in the ratios if they are deemed competent (this may apply particularly to those who are on a long-term placement at the School). The decision will be made at the Headmaster's discretion and following a judgment made by the Head of EYFS after two weeks of close observation and feedback from other staff. (This would only occur if the person on the placement was over the age of 17 years, as stated in the EYFS Statutory Framework.)
- The School's employers' liability insurance covers work experience placement trainees.
- The student will receive a pack from the School outlining the rules, policies and the School's expectations and will be asked to sign to acknowledge understanding of these documents. The pack contains copies of the **'Whole School Safeguarding and Child Protection Policy'**, **'Whole School Safeguarding and Child Protection Procedures'** and **'Whole School Preventing Radicalisation Policy (Including EYFS)'** and details their responsibilities relating to them. Failure to comply with the School's policy and procedures or behaving in a manner which would bring the School's name into disrepute would lead to the role being discontinued.
- The student should sign the IT Contract and complete the Medical Form and the Emergency Staff Contact Form if they are in School for more than one day.
- They will also receive full training and copies of written policies relating to Safeguarding and Health and Safety as would any other members of staff when they commence work at the School.
- All students will have a supervisor, which is usually the Deputy Head (DSL) or Deputy Head (Academic), Head of EYFS or another member of staff appointed by the Headmaster.
- Students will be issued with a red 'Visitor' lanyard and will be accompanied until such time as deemed competent to be counted in ratio (should this be the case, see above criteria) when they will be issued with a blue 'Staff' lanyard.
- For full details on how placements are organised, please see the HR Assistant and the 'How To' guide.

The School has the right to deviate from its policies as it sees fit.

Reviewed: August 2025 by Headmaster, HR and Governors

Review Due: August 2026 by Headmaster, HR and Governors