



## Abbey Court School Trust

### **STUDENT AND VOLUNTEERS POLICY**

The Abbey Court Trustees have adopted the School's Student & Volunteers Policy and will follow the guidelines as appropriate when any volunteer is visiting the school.

Students and Volunteers are encouraged and welcomed at Abbey Court School, in fact they are a valuable asset. They are able to enrich the work of the school by contributing new ideas, approaches, enthusiasm and energy to the learning environment and they provide additional help for activities which require higher levels of staffing. The school in turn, offers the opportunity to gain experience of working with children with severe learning difficulties and access to staff with specialist knowledge of special education. Perhaps even more important is the opportunity to enlighten people about the nature and needs of people with learning difficulties (Moral Purpose)

#### Points to bear in mind:

- All Volunteers must have clearance (Disclosure and Barring Service check and references) before they start work in the school. Students must have had this 'enhanced DBS' at their college and in order to ensure they are legitimate, confirmation of the placement is required in writing from the college, whereas School Students are not required to have had a check. The student will need to produce their original DBS certificate for checking/recording, prior to starting their placement.
- The students are at school or college and this may be their first experience of work and of children with learning difficulties so do not ask too much of them initially.
- A Volunteer or Work Experience Student should never be left in charge of a pupil at any time.
- Do not ask Students to assist with toileting or feeding until you have instructed them how to do so and you are confident of a reasonable level of competence (Supporting individuals who are able to feed themselves is acceptable but not high risk pupils who have a Dysphagia Risk Assessment). They may then assist but only in a supportive role such as talking to the pupil, getting pads etc, but are not to do lifting, positioning, wiping etc.
- Remember to explain clearly what you want done and explain again if the Student or Volunteer seems uncertain.
- When time allows, explain the purposes of the activities they are engaged in.
- Do not ask the Students to do things they could reasonably find alarming or distressing.
- If any difficulties arise that you are unable to resolve with the Student (lateness, apathy, inappropriate behaviour, etc.) let the Key Stage Leader/Deputy Head know early in the placement. (The Business Manager liaises with schools and colleges in light of any issues).

#### Assessment:

Class teachers may carry out any requested student assessment in consultation with the Key Stage Leader.

Please acquaint yourself with the attached Student guidelines so that you are aware of the information that the Student will be given prior to starting their placement. The second sheet on these guidelines details the aims that Abbey Court has for these Students. In order for the Student placement to be successful the following are essential:

#### Factors contributing to Success:

- The commitment of Governors, Headteacher and staff to the programme.
- An acknowledgement by all staff of the value that Students can make to the school.
- The sharing of expertise of staff with Students.
- The opportunity for Students to gain advice and support from staff.
- The availability of staff (where appropriate to see Students` tutors).
- The prompt identification of potential difficulties/problems of capability by staff.

#### Pre-Placement Procedures

It is a requirement that, following a letter of request from the school or college that the Student attends, or from a Volunteer, the Student/Volunteer undertakes a preliminary visit (though this can often be immediately prior to placement for students), which is arranged with the School Business Manager. At this meeting, which is with a Key Stage Leader or Business Manager, the Student/Volunteer will:

- Complete an application form.
- Be handed the fire drill procedure to read at reception
- Receive a copy of the "Student and Volunteer Guidelines" (see attached).
- Have basic procedures explained to them (e.g., confidentiality, inc. social media, reporting absence, Health and Safety, Behaviour Policy and Child Protection, etc.)
- Be provided with/sign for, a copy of the Child Protection Policy.
- Be advised that they must not engage in physical interventions, intimate care (except in a support role) or feeding pupils who have a dysphagia risk assessment.
- Be encouraged to take out Personal Accident Insurance cover (or check that their own institution has done so on their behalf).
- Be shown around the school.
- Be given the opportunity to ask pertinent questions about their placement.
- Be given basic information about the school including the Aims and Objectives of the school.
- Be encouraged to look at the school website for further information.

The Student/Volunteer is then timetabled appropriately to meet both their needs and the needs of the school.

Students/Volunteers do not undertake full Abbey Court induction, owing to the temporary nature of the placement this would not be appropriate. However, the preliminary meeting with the Key Stage Leader/Business Manager covers essential information, including: Health & Safety and Safeguarding. Class teachers are responsible for introducing the Student to classroom routines and educational programmes. This will require ongoing oversight and intervention as necessary so that the level of competency can be judged.

This policy will be reviewed in the light of any change in circumstances or legislation and its implementation evaluated (It is foreseen that Abbey Court staff, the Students and their tutors will be part of this process).

J. BOSLEY/L. TAYLOR Updated May 2017

## Appendix I

### **STUDENT AND VOLUNTEER GUIDELINES**

#### 1. Time

In class by 8.45 a.m. Mid-morning break as instructed by the class teacher (15 minutes). Lunch break is half an hour (as instructed). If you wish to buy a school dinner please order at reception at the start of the day. You are welcome to bring packed lunches, storage is available in the staff room. Finish at 3.45 p.m.

You must report to the school office each morning in order to sign yourself in and to collect a visitor's badge. This is undertaken as a fire precaution. If for any reason you need to leave the premises during the day, please inform the class teacher and sign out (signing in again on return). Permission for absence other than sickness should be gained from the Deputy Head. If you are unable to attend school please telephone on 01634 338220 as soon as possible - Reporting absence is most important. If there is no one to take your call please leave a message on the answer phone, which is on 24 hours a day.

#### 2. Dress

You are expected to wear smart but practical clothing and it is recommended that loose jewellery, high heels and other items that may be pulled by a pupil are not worn.

#### 3. Placement

Consideration will be given to your wishes when placement in classes is made. However, the needs of the school will come first and you may be allocated to classes that are not necessarily of your choice. It may also be necessary to change placements should the need arise. (Whilst we want your placement to fulfil your educational needs it must be with a minimum of disruption to class routines.)

If you have any difficulties or questions please ask the class teacher, Key Stage Leader or arrange to see the Deputy Head.

Please note that placement at the school may be terminated if a Student does not work satisfactorily or their behaviour is inappropriate or unacceptable.

#### 4. Confidentiality and Attitude

Any course work, reports, observations, etc., required by schools/colleges must first be discussed with the class teacher or Key Stage coordinator/Deputy Head who should also see any written work prior to submission to your school/college. Names of individual children may not be used and permission for photographs must first be sought from the Deputy Head. All information regarding children and their families is strictly confidential and should not be discussed out of school.

We would like you to show an interest in the work and to be pleasant and friendly with pupils and staff. Remember to ask how you can help in class. If you are not clear about what you are meant to do ask the teacher to explain again.

#### 5. Duties

You are to work under the direction of the class teacher and alongside the Teaching Assistants. Whilst you will be expected to undertake a broad range of work activities, you will not be expected to participate with the toileting and feeding programmes except in a support role and never independently. You will be expected to do a lunch duty (arranged by the class teacher/senior member of staff).

Whilst you are on work placement at Abbey Court School, you will be treated as a member of staff. Accordingly you are asked to use the staffroom for your breaks.

We hope that you will aim to achieve the following whilst on placement (in addition to the aims you or your school/college will have set).

- a) To achieve basic knowledge of the needs of children with severe learning difficulties and of how these needs are met in the classroom.
- b) To gain insight into the role of the school with regard to the education of children with severe learning difficulties.
- c) To gain understanding of the role of the support services (i.e., physiotherapists, speech therapists, etc.) for children with PMLD/SLD.
- d) To become familiar with the organisation of the school with regard to the school's aims and objectives, structure, curriculum and procedures.

## 6 Insurance

All the basic insurance cover is in place at the school, but Students are asked to consider whether they require Personal Accident Insurance cover. Some schools and colleges may have this in place for all their Students and you are advised to check this with your tutor.

## 7 Induction

When students come into Abbey Court, we talk about the following:

- Our school – range of needs of our pupils
- How we work – curriculum, class organisation, structure of the day, availability of lunch, expectations, dress code, behaviour management and support programmes.
- Child Protection – reference to the documentation that they have to read, reminder to sign and return form to the office. Discuss and ask simple questions to ensure they understand.
- Paperwork – form with personal details to the office.
- Health and Safety – Fire Drill procedure, signing in and out and accidents.
- Confidentiality inc. risk of social media
- Tour of school and introduction to class where they will be based.
- What do I do if I am worried about any aspect of my placement?

J. BOSLEY  
SMT  
J. BOSLEY

Updated January 2008  
Amended Summer 2009/June 2011/July 2013  
updated May 2017

## **Appendices**

Appendix 1: Student/Volunteer Details Log

Appendix 2: Induction checklist

## Appendix I

### Abbey Court School

#### Student/Volunteer Details

Name
D.O.B.
Home Address
Tel.
Emergency Tel.

School / College Address  
(If Applicable)

Tel.

School / College Tutor

<p><u>Details</u> _____</p> <p>Length of placement?</p> <p>Do you need a report written on your placement?</p> <p>Do you have any special needs (medication etc)?</p> <p>Please remember: If you have any concerns about your placement during your placement please see the class teacher, Key Stage Coordinator or the Deputy Head Teacher.</p> <p>Following my induction interview I am aware of the school's policy on Confidentiality, Health and Safety, Behaviour and Child Protection.</p> <p>Signed ..... Date of interview .....</p> <p>(Doc 6)</p>
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## Appendix 2

### Induction Checklist

- Outline of Abbey Court School
- What is the same as mainstream e.g. National Curriculum subjects
- Class sizes and staff ratios

- Manual Handling and toileting
- Behaviours they are likely to witness and reasons behind them
- What to do if they are uncomfortable with anything
- To encourage dialogue with the class team to ask questions to increase their understanding of SLD pupils
- Fire drills/exits
- Appropriate clothing/jewellery
- Accident forms
- Use of mobile phones/smoking
- Use of Social media
- Breaks/lunchtimes, start/finish times
- Buses
- School tour