



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL Student and Volunteer Policy, including Code of Conduct

Version	1.2
Based on Model Policy	None
Review body:	Headteacher
Date issued:	October 2024
Review frequency:	Three years
Target audience:	All stakeholders

Version	Date	Notes
V1.0	Sep 2019	New policy
V1.1	Oct 2021	Addition of induction checklists
V1.2	Oct 2024	

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Statement of Principle

At Batford Nursery School, we welcome volunteers in school and recognise the wealth of skills and experience they can bring, to enhance the quality of provision for children in the setting.

Equally, we are committed to providing quality learning opportunities for students, in the knowledge that learning gained from practical experience is key to a student practitioner's professional development.

2. Volunteers

Volunteers may be individuals who offer their time, knowledge, experience and skills free of charge for the benefit of the school and its pupils or those who are seeking to develop their own skills and experience to enhance their employment opportunity.

Parents or other members of the community wishing to become a school volunteer should speak to the Headteacher. All volunteers at Batford Nursery are supervised by the staff and may take part in activities such as:

- Working with small groups of children on a particular activity or during child initiated play
- Supporting staff with admin jobs
- Supporting the setting with cleaning, mending, gardening, etc.

3. Student placements

We will endeavour to accommodate requests for student placements/work experience and these opportunities will be offered in consultation with the individual's school or college.

Students will be provided with the same conditions of work, respect and opportunities to develop new skills as paid staff members and will receive the same level of support. In return we expect the same level of commitment and responsibility from students that we expect from staff; students are asked to be punctual and to inform the school of any absence as early as possible.

4. Safeguarding

The welfare of our children is paramount and all volunteers/students are bound by our child protection and safeguarding policies.

- Volunteers/students taking part in regulated activities will be required to undergo an enhanced DBS check. *NB The school will bear the cost of this check where volunteers make a regular commitment to help in school; where volunteering is related to work experience, the full fee will be invoiced to the individual. If there is a 'break in service' of three months or more, the check must be repeated.*
- Volunteers must also provide two independent references stating their suitability to work with children.
- All volunteers will be supervised. The Teacher will retain responsibility for the children at all times, including responsibility for their behaviour and the activity being undertaken; volunteers should seek advice from the teacher in the event of any query regarding children's understanding of a task or behaviour, or if they are unsure about what it is they have been asked to do.
- Students/volunteers will not be included in the ratio of staff to children.
- Volunteers/students will receive induction from the Headteacher or a senior member of staff and will understand their responsibilities in relation to safeguarding of children.
- Volunteers/students are required to sign the Code of Conduct (see *Appendix 1*)

5. Confidentiality

Volunteers/students in school are bound by a code of confidentiality (*See Code of Conduct Appendix 1*). Any concerns that volunteers/students have about the children they come into contact with should be raised with the Headteacher or Teacher and not with the parents of the child. Volunteers who are concerned about anything another adult in the school says or does should raise the matter with the Headteacher.

6. Health & Safety

Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (*See Appendix 3*). The full Health & Safety Policy is available on request.

Everyone in school has a collective responsibility for Health and Safety and should report any hazards or concerns to the Headteacher/Teacher.

7. Complaints

Any complaint against a volunteer or student should be made to the Headteacher. If the Code of Conduct has been breached or the volunteer does not adhere to the rules, policies and practices of the school, reassurance will be sought that this will not happen again but the Headteacher reserves the right to redeploy the volunteer (e.g. to help with an alternative activity) or to terminate the volunteering.

8. Equal opportunities

Batford Nursery School is committed to promoting equality of opportunity for all, irrespective of race, religion or belief, gender, disability, sexuality, age or marital status. All students/volunteers will be expected to uphold this principle and to understand that discrimination or harassment of individuals will not be tolerated.

Appendix 1: Code of Conduct for Students and Volunteers

The school values all parental/volunteer/student support and has established the code of conduct below to ensure a professional partnership with teaching staff. Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Relationship with children

Children should be treated with courtesy and kindness, using explanation and positive language. Students and volunteers must adhere to our safeguarding, equality and behaviour policies when interacting with children and should avoid:

- behaviours that may be perceived as sarcasm, making jokes at the expense of children, embarrassing or humiliating children, discriminating against or favouring children.
- talking about children in a manner which could cause distress to them or their parents / carers or which may cause other children to perceive that they are seen as difficult or naughty

Confidentiality

Staff must feel able to talk professionally in school in the knowledge that what they say will not be repeated elsewhere.

- Parents/volunteers/students involved in activities with children should not discuss pupil progress or attainment with other parents.
- Parents, *etc* who, because of their presence in the classroom, become privy to assessment data or other information regarding pupil performance must not share this with any other party
- Concerns about inappropriate pupil behaviour must not be discussed with other parents, but should be reported to the teacher who will deal with the matter.
- If you are approached by the parent of a child with questions about an incident or any other matter, you must refer them to the Headteacher.
- Details about your work at Batford Nursery and the children and families must not be posted on any social media site.

Dress

- Volunteers/students should dress appropriately and in a manner that is absent from political or other contentious slogans, *e.g.* no low cut tops, bare midriffs, very short shorts / skirts. As an example to the children, volunteers/students are expected to dress in a manner which complies with the sun safety policy in hot weather.

Equality

Students and volunteers will share our commitment to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups, and to promoting fundamental British values: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

I have read, understood and agree to comply with the Code of Conduct above.

Signature

Date

NAME

Appendix 2: Volunteer Induction Checklists

By the end of the first day, you should have been/been shown/told about/been given:

Introduced to Headteacher and mentor	
Tour of buildings <i>Parking, entry, where to put coat and bag/personal belongings, staff room, lockers, toilets, drinks and lunch, diary, resources.</i>	
Introduction to colleagues <i>See staff list, staff structure</i>	
Safeguarding procedures <i>DBS, DSLs, policies, signs and symptoms, cause for concern sheet, disclosure and existing injuries sheets, CPOMS</i> Signed safeguarding check list and disqualification declaration	
First Aiders <i>Named persons and kits, accident notes.</i> <i>See also Health and Safety checklist</i>	
Fire drills and procedures <i>Fire notices, exits and assembly points.</i> <i>See also Health and Safety checklist</i>	
Volunteering context <i>Main roles and responsibilities</i>	
Security of the building, signing in and out	
Daily timetable <i>Daily workbase/Nursery routines, start/finish/lunch</i>	
Behaviour routines and expectations <i>Behaviour policy</i>	
Use of phones/private calls/mobile devices. Signed acceptable use agreement	
Signed volunteer code of conduct	
Essential information list	
Any personal medical information shared and risk assessment completed if appropriate	

Essential Information

Agreed days/hours of volunteering	
External / internal door codes	
School website	www.batfordnursery.herts.sch.uk

Essential email addresses	head@batfordnursery.herts.sch.uk admin@batfordnursery.herts.sch.uk
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By the end of the first week, you should have been/been shown/told about/been given:

Code of Conduct – read and signed	
Dress code understood	
School aims and values	
Child protection policy	
Staff roles and responsibilities - Line management	
Equality statement	
Health and Safety procedures and policy, <i>See also health and safety checklist</i>	
E safety	
Dates for the diary <i>INSET, holidays, school closures</i>	
School information <i>Calendar, what's on, school bulletin and newsletters, website, Arbor, Social Media eg. WhatsApp.</i>	
Security measures	
Absences <i>Phoning in sick.</i>	
Prevent training completed and evidenced.	
Level one safeguarding training booked	
Meeting With Headteacher <i>Please make an appointment to discuss induction with the Headteacher</i>	

Date of meeting:

Signed

Appendix 3: Health and Safety Induction Checklist

It should be noted that, under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.			
The new starter and person providing the induction should both sign the form and keep a copy			
Name:		Job Title:	
Start Date:			
Accident and Hazard Reporting	Yes	No	Comments
Explain: • Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace • Location and use of local accident book • Use of HCC Incident forms (IDOR & VIR) and HSE form (F2508)	☐	☐	
Asbestos Log			
Explain: • Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised. • Location of any known asbestos • Who the asbestos authorised officers are and their role Asbestos Help Desk No 0845 6030369	☐	☐	
COSHH			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	☐	☐	

Communication & Consultation on Health & Safety			
Explain: How staff can locate H&S information on the Grid Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where Management meet with employee reps (union or otherwise) Identify Union / non-union appointed Safety Representative explain who they are and how they can be contacted	☐	☐	
Fire & Emergency Procedures			
Explain: - Frequency of fire drills (termly) - How to raise the alarm in the event of an emergency - Evacuation procedure - show:- - Emergency exit routes, alarm call points - Location of extinguishers - Assembly point If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	☐	☐	
First Aid Provision			
Explain: - Names and locations of First Aiders (4 day 1st aid at work, paediatric first aid, emergency first aid) Show:- - Where to go for first aid assistance - Location of first aid boxes/equipment - Issue of 'Travelling First Aid Kits	☐	☐	
Health and Safety Policy Statement			
Provide new starter with copy of local H&S policy and summarise its contents, particularly:- Responsibility of governing body, headteacher, managers	☐	☐	

• Employers & Employees Duties under health & safety legislation • Participation of employees • Local arrangements section			
Housekeeping Arrangements & Defect Reporting			
Explain: Principles of good housekeeping, particularly - Fire safety • Storage of combustibles • Signing in & out system • Keeping corridors & exit routes clear of obstructions Electrical safety • Regularly checking for obvious faults such as loose wires • Not using obviously defective equipment and procedures for taking out of service • How to identify an appliance that has been PAT tested and the frequency of testing. • Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager General workplace safety • Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes • Keeping workplace clean & tidy as far as possible • Procedure for reporting any building /maintenance defects and concerns relating to health & safety.	☐	☐	
Infection Control			
Explain: • Principles of good hygiene. • Any specific risks of infection due to nature of work	☐	☐	

Job Specific Training Needs			
Discuss specific training needs with new starter to identify additional training or instruction s/he may need, e.g.: • Manual handling • Use of specific machinery • Specialised work activities • Risk assessments Familiarise new starter with equipment and machinery that s/he will commonly use	☐	☐	
Lone Working/Personal Safety			
Explain school procedures for lone working (work carried out unaccompanied or without immediate access to assistance) Working at height Work involving significant risks (e.g. work at height) not to be undertaken whilst working alone.	☐	☐	
Medicines			
Explain:- • School policy • No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.	☐	☐	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
Mobile Phone Use			
• Using a hand-held mobile phone whilst driving is against council policy and will be breaking the Law. • Acceptable use of mobile storage devices	☐	☐	You are not required to use any type of mobile phone whilst driving on council business
Personal Protective Equipment			
• Arrange for necessary clothing/equipment to be ordered • Explain: ○ Why clothing/equipment needed ○ How to request replacement equipment/clothing ○ How to wear properly (if necessary) ○ How to store properly ○ How to check for and report defects	☐	☐	

Risk Assessments			
Explain and/or show as appropriate: - Principles and location of school risk assessments - Site/premises hazards - Procedures for safe systems of work - Lone working – reporting/buddy systems - New & expectant mothers risk assessment (if applicable) - Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others. If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation	☐	☐	
Specific Hazards (if any)			
Local Manager to explain	☐	☐	
Wellbeing			
Explain systems in place within school for responding to individual concerns (e.g. Performance Appraisal .	☐	☐	
Work at Height			
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by staff, contractors etc.	☐	☐	
Workplace Facilities			
Show:- - Tour of workplace, including all common areas if workplace is shared with other occupiers - Toilets - Kitchen - Tea/Coffee/Drinking Facilities - Staffroom	☐	☐	

I confirm that the health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.

Name of Volunteer:

Job Title:

**Volunteer's
Signature:**

Headteacher's Name:

**Headteacher's
Signature:**

Once the volunteer and Headteacher have signed the form to say that the induction process has been completed the form must be placed upon the volunteer's personal file.