Ward Jackson Church of England Primary School

Volunteer and Student Placement Policy

Policy Approved: Nov 2026

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VOLUNTEER AND STUDENT PLACEMENT POLICY

1. PURPOSE

Ward Jackson Church of England Primary School values the contribution that appropriately recruited, vetted and supported volunteers and students can make to school life.
The safeguarding and welfare of children must always take priority. This policy sets out the arrangements by which the school will consider, recruit, vet, risk assess and supervise volunteers, students and young people undertaking placements within school.

The policy applies to:
- volunteers recruited by the school;
- post-16 students undertaking placements as part of a recognised course;
- school-age pupils undertaking work experience placements from local secondary schools;
- parents and carers volunteering regularly within school; and
- parents and carers accompanying pupils on educational visits and trips.

This policy should be read alongside the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, Educational Visits Policy and relevant Trust safer recruitment procedures.

2. SAFEGUARDING AND SAFER RECRUITMENT

The school will have regard to the current statutory guidance, Keeping Children Safe in Education (KCSIE), particularly Part Three: Safer Recruitment.

KCSIE emphasises the importance of robust recruitment procedures to deter and prevent people who are unsuitable to work with children from securing employment or volunteering opportunities in schools.

The school recognises that volunteers may be viewed by children as safe and trustworthy adults. The school must therefore carefully consider a volunteer's suitability and the nature of the role they will undertake.

For volunteers who are not undertaking regulated activity, the school will use professional judgement and undertake a written risk assessment when determining what checks and supervision arrangements are appropriate.

This will include consideration of:
- the nature of the work with children;
- what the school knows about the volunteer;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability; and
- whether an enhanced DBS check should be obtained.

Where a volunteer will undertake regulated activity, the school will obtain the appropriate enhanced DBS check and children's barred list information in accordance with the requirements in force at the time.

A volunteer for whom the necessary checks have not been obtained will not be permitted to undertake regulated activity or be left unsupervised with children where this would be inappropriate.

3. UNSOLICITED AND 'COLD-CALL' VOLUNTEERING ENQUIRIES

Ward Jackson CE Primary School does not accept unsolicited, 'cold-call' or direct offers of volunteering from members of the public.
This includes approaches:
- by telephone;
- by email;
- through social media;
- in person at the school office; or
- from individuals seeking experience for employment, training or personal development.

The school does not maintain a waiting list of individuals who approach the school directly seeking voluntary work.

This is a safeguarding and safer recruitment decision. The expectations within KCSIE require the school to have appropriate information on which to assess an individual's suitability, determine necessary checks and establish suitable supervision arrangements.

The school will therefore not create volunteering opportunities simply in response to an unsolicited approach from an individual about whom the school has no established safeguarding assurance. Where the school identifies a need for a volunteer, it may recruit to that role through an appropriate and controlled process.

4. STUDENT PLACEMENTS

For the purposes of this section, student placements are post-16 placements undertaken by students who are already enrolled on a recognised course at a local college, university or other recognised training provider.
School-age work experience is separate from these arrangements and is covered in Section 5.

4.1 Initial enquiries

Students enrolled on a recognised course may make the initial contact with the school themselves to enquire about the availability of a placement.

The school recognises that some colleges and training providers require students to identify and make initial contact with a potential placement themselves, after which the provider formally supports the placement.

An initial enquiry from a student is therefore acceptable. However, no placement will be agreed solely on the basis of the student's approach or information supplied by the student.

Where the school is willing to consider a placement, it will independently verify the proposed placement directly with its established contact at the student's college, university or recognised training provider.

The school will not rely solely upon documentation, emails, DBS information or other assurances supplied directly by the student.

4.2 Role of the college or training provider

The involvement of the college, university or recognised training provider is fundamental to the school's safeguarding arrangements because it provides an additional source of safeguarding assurance and accountability for the student.

Before agreeing a placement, the school will establish direct contact with the provider and seek appropriate assurance, including:
• confirmation that the student is enrolled on the stated recognised course;
• confirmation that the proposed placement is appropriate to that course;
• confirmation that the provider supports the proposed placement;
• confirmation that appropriate references and suitability checks have been completed;
• confirmation that the student has an appropriate enhanced DBS check in place;
• confirmation that children's barred list information has been checked where required for regulated activity;
• confirmation that there is no safeguarding information known to the provider which would make the student unsuitable for the proposed placement;
• details of a named contact at the provider with responsibility for supporting and overseeing the placement;
• arrangements for reporting safeguarding, conduct or professional concerns; and
• a clear understanding of the respective safeguarding responsibilities of the provider and the school.

4.3 DBS requirements
All students undertaking a placement under this section are aged 16 or over and must have the appropriate enhanced DBS check completed before beginning their placement.

The DBS application and associated safeguarding checks must be undertaken through the student's college, university or recognised training provider.

The school will obtain satisfactory confirmation directly from the provider that the required check has been completed and that the student is considered suitable for the proposed placement.

The school will not rely solely upon a DBS certificate or other evidence presented by the student.

No student will begin a placement until the school is satisfied that the required DBS and safeguarding checks have been completed and appropriate safeguarding assurance has been obtained directly from the provider.

The involvement of the college, university or training provider does not transfer the school's safeguarding responsibility to that organisation. The Headteacher must remain satisfied that the placement is appropriate and that the necessary checks, induction, risk assessment and supervision arrangements are in place.

4.4 When placements will be considered
Placement enquiries for the following academic year will normally only be considered during July. This enables the school to consider its staffing, pupil needs and capacity to provide a meaningful and appropriately supervised placement before making commitments for the following year.

An initial enquiry does not guarantee that a placement will be offered.

A placement will not proceed where:
• the school cannot verify the student's enrolment directly with the provider;
• the provider cannot provide the required safeguarding assurance;
• the required DBS arrangements have not been satisfactorily confirmed;
• the school cannot establish an appropriate safeguarding relationship with the provider; or
• the school does not have sufficient capacity to support and supervise the placement appropriately.

5. SCHOOL-AGE WORK EXPERIENCE

The school may accept school-age pupils from local secondary schools for planned work experience placements.

School-age work experience is distinct from the post-16 student placements described in Section 4. These placements are intended to provide a young person with an appropriately supervised opportunity to experience the workplace and learn about careers within education.

5.1 Arranging a placement

The school will only accept school-age work experience placements that are arranged and agreed in advance.

The school does not accept:

- unplanned or informal work experience arrangements;
- pupils attending without prior agreement between Ward Jackson CE Primary School and their secondary school;
- placements arranged solely between the pupil or parent and the school without involvement from the pupil's secondary school; or
- requests where there is insufficient time to establish appropriate safeguarding and supervision arrangements.

A pupil or parent may make an initial enquiry about the possibility of work experience. However, no placement will be confirmed until the school has established direct contact with the pupil's secondary school and the placement has been formally supported by that school.

5.2 Safeguarding assurance from the pupil's school

The pupil's secondary school provides an important source of safeguarding assurance and accountability for the placement.

Before accepting a pupil for work experience, Ward Jackson CE Primary School will require the pupil's school to confirm that:

- the pupil is enrolled at the school;
- the school supports the proposed work experience placement;
- the school considers the pupil suitable to undertake work experience within a primary school environment;
- there are no known safeguarding, behavioural, medical or other relevant concerns which would make the proposed placement unsuitable, or which Ward Jackson CE Primary School needs to know in order to manage the placement safely;
- appropriate parental consent and emergency contact arrangements are in place; and
- there is a named member of staff at the pupil's school who can be contacted in relation to the placement.

Any relevant information must be shared proportionately and in accordance with safeguarding and data protection requirements.

The Headteacher will make the final decision as to whether Ward Jackson CE Primary School can safely and appropriately accommodate the placement.

5.3 DBS requirements

School-age pupils undertaking work experience do not require a DBS check simply in order to undertake their work experience placement.

Current Department for Education guidance confirms that there is no general requirement for an employer hosting a child under 16 on work experience to obtain a DBS check, including an enhanced DBS certificate with children's barred list information.

The school will nevertheless ensure that the placement is appropriately planned, risk assessed and supervised.

5.4 Supervision, safeguarding and conduct
School-age pupils undertaking work experience remain children themselves. The school's arrangements must therefore safeguard the young person undertaking the placement as well as the pupils at Ward Jackson CE Primary School.

School-age work experience pupils will:
• receive an appropriate safeguarding and workplace induction before beginning their placement;
• be allocated a named supervising member of staff;
• be made aware of the school's expectations regarding safeguarding, confidentiality, professional boundaries, behaviour and use of personal devices;
• be appropriately supervised throughout their placement;
• work under the direction of school staff;
• not be used to replace members of staff;
• not be given responsibility for independently supervising Ward Jackson pupils;
• not have access to confidential pupil information except where access is necessary and appropriate to the learning activity and is appropriately supervised;
• not access adult-only areas of the school, including the staffroom, during their placement;
• be provided with an appropriate alternative location for breaks and lunchtimes; and
• comply with the school's Work Experience Code of Conduct throughout their placement.

The restriction on adult-only areas is an additional safeguarding measure for the young person undertaking the placement. As they are themselves a school-age child, they will not routinely spend breaks, lunchtimes or other unstructured periods in staff-only environments.

The school will identify a suitable alternative space as part of the placement arrangements. The young person will be made aware of where they should spend breaks and lunchtimes and which member of staff is responsible for them during these periods.

The Work Experience Code of Conduct will set out the standards expected throughout the placement, including safeguarding, confidentiality, professional boundaries, behaviour, dress, communication, mobile phones and personal devices, social media, punctuality and following staff instructions.

The young person will be expected to read and agree to follow the Work Experience Code of Conduct before the placement begins.

Activities undertaken during the placement will take account of the young person's age, maturity and experience.

5.5 Approval of school-age work experience placements
Acceptance of a school-age work experience placement is at the discretion of the Headteacher. The school will consider:
• whether the placement has been properly arranged and supported by the pupil's secondary school;
• the suitability of the young person for a primary school environment;

• safeguarding and supervision requirements;
• the proposed activities;
• staffing and operational capacity;
• the needs of Ward Jackson pupils; and
• whether the school can provide a safe, purposeful and meaningful work experience placement.

A placement may be declined, suspended or ended where the required safeguarding assurance is not available, concerns arise during the placement or the school is no longer able to provide appropriate supervision.

6. SELECTION AND APPROVAL

No individual has an automatic entitlement to volunteer or undertake a placement at the school.

All volunteering, student placements and school-age work experience placements must be agreed in advance by the Headteacher or another person specifically authorised by the Headteacher.

Before accepting an individual, the school will consider:
• the purpose and nature of the proposed role or placement;
• the potential benefit to pupils and the school;
• the individual's suitability;
• the nature and frequency of their contact with children;
• whether the activity constitutes regulated activity, where applicable;
• the level of supervision required and available;
• the school's capacity to support the individual;
• safeguarding assurance provided by the relevant school, college, university or training provider;
• references and other relevant suitability information; and
• the safeguarding checks required.

The school reserves the right to decline a volunteering or placement request where there is no identified need, sufficient safeguarding assurance cannot be obtained or the school does not have capacity to manage the arrangement safely and effectively.

7. REFERENCES

As part of the school's safer recruitment arrangements, two satisfactory references will normally be required for volunteers recruited by the school.

This is the school's safer recruitment standard. It should not be interpreted as a statement that KCSIE mandates two references for every volunteer.

References should be obtained and verified through an appropriate process. The school will not rely solely upon open references or references supplied by the applicant.

At least one referee should, wherever possible, be the individual's current or most recent employer, education provider or another organisation able to comment appropriately upon their suitability.

For post-16 students placed through an approved college, university or recognised training provider, the school may accept assurance from the provider that appropriate references and suitability checks have been satisfactorily completed, where the Headteacher is satisfied that this provides appropriate safeguarding assurance.

For school-age work experience pupils, the suitability assurance arrangements set out in Section 5 will apply.

8. PARENT AND CARER VOLUNTEERS

The school recognises that parents and carers can make a valuable contribution to school life. For the purposes of safeguarding and safer recruitment, the school distinguishes between two types of parent volunteering:

1. **Parents or carers spending time volunteering within school.**
2. **Parents or carers invited to accompany pupils on educational visits and trips.**

The safeguarding arrangements will be proportionate to the nature and frequency of the activity.

8.1 Parents and carers volunteering within school

A parent or carer who is accepted to spend time volunteering within school will be treated as a school volunteer and will be subject to the school's safer recruitment and safeguarding arrangements.

Before the volunteering arrangement begins:
- the Headteacher must approve the arrangement;
- the school will consider the nature, frequency and circumstances of the volunteering;
- an appropriate written safeguarding risk assessment will be completed;
- two satisfactory references will normally be required in accordance with Section 7 of this policy;
- the school will arrange and fund the appropriate DBS check, including children's barred list information where required;
- the volunteer will receive appropriate safeguarding and school induction; and
- the school will determine and record the appropriate level of supervision.

Being the parent or carer of a pupil at the school does not in itself constitute evidence of suitability to volunteer with other children and does not remove the requirement for appropriate safer recruitment checks, including references.

The school will decide whether a parent volunteering arrangement is appropriate according to safeguarding considerations, the needs of the school, the nature of the activity and the school's ability to provide appropriate supervision.

The school will not automatically accept a parent volunteer simply because an individual has offered to help.

8.2 Parents and carers accompanying educational visits and trips

Parents and carers may be invited by the school to accompany a class or group on an educational visit.

Helping on an individual school visit is different from an ongoing volunteering arrangement within school. The safeguarding arrangements will therefore be determined through the risk assessment for the educational visit and the circumstances of the particular trip.

The risk assessment will consider relevant factors including:
- the nature and location of the visit;
- the age, needs and vulnerabilities of the pupils attending;
- the number of pupils and adults;
- the role the parent or carer will undertake;

• the groups or pupils for whom they may have responsibility;
• the level of supervision provided by school staff;
• whether they could have unsupervised access to children;
• the nature and frequency of their involvement; and
• whether additional safeguarding checks are required.

The school will determine whether a DBS check is required or appropriate according to the nature and frequency of the person's involvement and the applicable safeguarding requirements.
Parents and carers accompanying visits must follow the direction of school staff and must not undertake duties beyond those agreed as part of the visit.
Parent helpers do not replace the school's responsibility to ensure an appropriate number of suitably qualified and experienced school staff are present on an educational visit.

9. DBS AND OTHER SAFEGUARDING CHECKS

The school will determine the safeguarding checks required according to the nature and frequency of the proposed activity and the statutory requirements in force at the time.

Where an individual will undertake regulated activity, the appropriate enhanced DBS check and children's barred list check will be obtained where legally permitted and required.

Where a volunteer will not undertake regulated activity, the school will complete an appropriate written risk assessment to determine the checks and level of supervision required.

The school will not permit a volunteer to undertake activities for which the required safeguarding checks have not been satisfactorily completed.

For clarity:
• School-recruited volunteers: the school will arrange the required checks.
• Regular parent volunteers: two satisfactory references will normally be required in accordance with Section 7, and the school will arrange and fund the appropriate DBS check.
• Post-16 student placements: the appropriate enhanced DBS check must be completed through the college, university or recognised training provider, with safeguarding assurance verified directly with the provider.
• School-age work experience pupils: a DBS check is not normally required for the young person undertaking the placement. The placement must instead be agreed in advance, appropriately risk assessed and supervised, with the pupil's secondary school providing appropriate safeguarding and suitability assurance.
• Parents accompanying educational visits: requirements will be determined through the visit risk assessment, taking account of the nature, frequency and level of supervision involved.

10. INDUCTION AND CONDUCT

Before beginning their role, volunteers and placement students will receive an induction appropriate to their role.

School-age work experience pupils will receive the age-appropriate induction arrangements set out in Section 5 and will be required to follow the school's Work Experience Code of Conduct.

Induction will include, as appropriate:
• the school's safeguarding and child protection arrangements;
• the identity of the Designated Safeguarding Lead and deputies;
• how to report a concern about a child;

• how to report a concern about an adult or another person in school;
• confidentiality and data protection;
• professional boundaries;
• behaviour expectations;
• use of mobile phones, personal devices and social media;
• health and safety and emergency procedures; and
• arrangements specific to the role or placement.

Volunteers, students and young people on work experience must comply with relevant school policies, procedures and expectations throughout their time at the school.

11. SUPERVISION

Volunteers, students and school-age work experience pupils will be allocated an appropriate member of staff responsible for overseeing their placement or role.
The level of supervision will take account of:
• the nature of the role;
• whether the activity is regulated activity, where applicable;
• safeguarding checks completed;
• the individual's age, experience and circumstances;
• the age and needs of the pupils involved; and
• the school's written risk assessment.

Volunteers, students and work experience pupils must not undertake duties beyond the scope of the placement or role agreed by the school.

School-age work experience pupils remain children themselves and will therefore be provided with an appropriate level of supervision, support and safeguarding throughout their placement.

12. CONFIDENTIALITY AND PROFESSIONAL BOUNDARIES

All volunteers, placement students and school-age work experience pupils are expected to maintain appropriate boundaries and respect the confidentiality of pupils, families and staff.

Information about individual children, families or staff must not be discussed outside school or shared with parents, friends or through social media.

Volunteers and placement students must not use their position within school to access information about their own child or another child which would not otherwise be available to them.

School-age work experience pupils will only have access to information appropriate to their placement and level of responsibility.

Any safeguarding information or concern must be passed immediately to the school's Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead and must not be investigated independently by the volunteer, student or work experience pupil.

13. ENDING OR SUSPENDING A PLACEMENT

The Headteacher may decline, suspend or end a volunteering, student or school-age work experience placement at any time where:
• safeguarding concerns arise;
• required safeguarding assurance cannot be obtained or maintained;
• professional boundaries, the relevant Code of Conduct or school policies are not followed;
• the individual's conduct gives cause for concern;

• the agreed arrangements are no longer appropriate;
• the school can no longer provide appropriate supervision; or
• continuing the arrangement is not considered to be in the best interests of Ward Jackson pupils, the young person on placement or the school.

Where there is a safeguarding concern or allegation, the school will follow its safeguarding procedures and the relevant requirements of KCSIE.

14. EQUALITY AND INCLUSION

The school will treat prospective and existing volunteers and placement students fairly and in accordance with its equality duties.

Decisions about volunteering and placement opportunities will be based upon safeguarding, suitability, the requirements of the role, the needs of pupils and the operational capacity of the school.

The school's decision not to accept unsolicited volunteering requests from members of the public applies consistently.

This is distinct from:
• an initial enquiry from a post-16 student already enrolled on a recognised course whose placement and safeguarding arrangements can subsequently be independently verified with their provider; and
• a planned school-age work experience opportunity supported by the young person's secondary school.

15. SUMMARY OF THE SCHOOL'S POSITION

• Ward Jackson CE Primary School does not accept cold-call, unsolicited or direct offers of volunteering from members of the public.
• Post-16 students already enrolled on a recognised course may make an initial placement enquiry themselves where their provider requires them to identify a potential placement.
• An initial enquiry from a post-16 student does not constitute agreement to a placement.
• The school will independently verify the student's course and proposed placement directly with its established college, university or training-provider contact.
• All post-16 placement students must have the appropriate enhanced DBS check completed through their college, university or training provider before commencing their placement.
• Placement enquiries for the following academic year will normally only be considered during July.
• School-age work experience placements from local secondary schools must be arranged and agreed in advance.
• The pupil's secondary school must support the work experience placement and provide appropriate assurance that the young person is suitable to undertake work experience within a primary school environment.
• School-age pupils do not normally require a DBS check in order to undertake their work experience placement.
• School-age work experience pupils are children themselves and will be appropriately safeguarded, risk assessed, inducted and supervised.
• School-age work experience pupils will not access adult-only areas such as the staffroom. An appropriate alternative location will be provided for breaks and lunchtimes.
• School-age work experience pupils must follow the school's Work Experience Code of Conduct.
• Two satisfactory references will normally be required for volunteers recruited by the school.
• Parents or carers volunteering regularly within school are treated as school volunteers. Two satisfactory references will normally be required, a written safeguarding risk assessment will be completed and the school will arrange the appropriate DBS check.

• Parents or carers accompanying educational visits are considered separately, with safeguarding arrangements determined through the risk assessment for the individual visit.
• All volunteers, students and young people on work experience will be appropriately inducted and supervised.
• No volunteer or placement may begin until the Headteacher is satisfied that the necessary safeguarding arrangements are in place.