

The British School

Working together for our children's future



The British School Students and volunteer helpers policy

Students and volunteer helpers play an important role in our school by offering commitment and enthusiasm to a wide range of activities, both inside and outside the classroom. We appreciate their support and aim to make them feel that they are valued members of our school team.

Resources should be made available to students and volunteers to enable them to carry out their roles and to support their training. They should also have access to relevant timetables, rotas and policies at the start of their placement.

Students include:

- Work experience pupils from Katharine Lady Berkeley School.
- Foreign exchange students.
- BTec National Diploma in Early Years students.
- BTec Health and Social Care students.
- BEd/PGCE Primary students from various HE Institutes.
- Those completing work experience from other HE Institutes.

Volunteer helpers include:

- Those wishing to gain school-based experience prior to commencing teacher training routes and other HE courses.
- Parents, grandparents, carers and siblings of pupils at our school.
- School Governors.
- Adults from the local community.

We receive students from several universities and colleges. Mr Roche (as Student Mentor) is responsible for arranging student placements and for their initial induction programme. He also acts as mentor to student teachers. Students then receive support from the teacher with whom they are placed, as well as other staff members. Staff share responsibility in the involvement and support of volunteers.

Safeguarding

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes in contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child." (Keeping children Safe In Education September 2024) no volunteer under the age of 18, without a DBS certificate will be left alone with British School pupils.

The Head Teacher is the Designated Safeguarding Lead (DSL) , Mrs Swain and Miss Carter are the Deputy Designated Safeguarding Lead (DDSL)

In the first instance, all safeguarding concerns, including disclosures from pupils, must be raised with the DSL. Concerns about the DSL must be raised with the Chair of Governors. If the DSL is not available, raise concerns with those trained to deputise. All contact details are displayed throughout the school and in the school office.

The following procedures must be followed by students and volunteers working in school:

DBS checks:

Working with children is a major responsibility and we as a staff must have every confidence in the adults working with us. DBS checks are necessary for all students and volunteer helpers. If staff have any concerns about adults in school, they must discuss these with the Head Teacher.

Signing in and out:

Students and helpers must always sign in and out of school in the visitors' e-reception book, which is located in the school office. They must also wear visitor identification for the duration of their time in school.

Fire Evacuation Procedures:

All adults should be aware of how to respond when the fire bell is heard, knowing where to evacuate the school, how to lead the children out and to where. This is explained as part of the induction process.

First Aid:

During their induction programme students and volunteers will be informed of who is responsible for First Aid within the school (Samantha Green or Jodie Smith as the primary contact, although all staff members are trained in First Aid). Students and volunteers must ask for assis

tance with First Aid for the children. If they are unwell themselves, or have an accident, they should report this to an appropriate member of staff.

Health and Safety:

All adults should be made aware of any hygiene, health and safety issues. Before educational visits, all adults assisting must be fully informed of procedures and Risk Assessments.

General points:

There are a number of points that must be considered when students and volunteers are working alongside us:

1. Everyone is welcome to use the staffroom. With this in mind, staff must take responsibility for their part in discussions that take place. Confidentiality is essential and all adults must realise that conversations must not be repeated.
2. We aim to adopt a positive approach to behaviour. All adults in school should be aware of our Code of Conduct. The Good to Be Green behaviour strategy is used in all classrooms and all classes have a Class Charter, outlining the behaviour and conduct expectations for all pupils. Key values are also promoted throughout the school, using our British school Values. Students and volunteers should report negative behaviour to the class teacher.
3. It is a big commitment to train student teachers. Different courses have different requirements and those responsible for student teachers must ensure that they familiarise themselves with these. A handbook is usually supplied by the universities for this purpose. Concerns over students must be referred to AR in the first instance, who will pass these to the university/college /school where necessary.
4. Volunteers should not be asked to do things that they are not happy with. Staff working alongside volunteers should take time to find out their interests and areas of expertise. For example, some volunteers prefer to help with practical tasks, while others do not, or some may have a certain skill that could be put to good use in the classroom. Staff must explain tasks clearly, so that volunteers feel confident in what they are doing.
5. Once volunteers have made a commitment, we would expect them to notify us if they are unable to attend.

6. Staff must remember to show appreciation to our volunteers. The school benefits greatly from their additional help.

Reviewed April 2026 by Abel Roche

Next review April 2027