Work Experience and Volunteering Policy
VERSION: September 2026
NEXT REVIEW: September 2028

Principles

Ashby Hill Top Primary School values the role of volunteers and work experience (students) in supporting our pupils to achieve their best.

- The school endorses the view of the DfE, that the main purpose of volunteering and work experience placements should be as a means of achieving learning outcomes for pupils.
- Work experience students and volunteers will be supervised by a competent, responsible and experienced person.
- Work experience and volunteers will be given an induction prior to starting their role in our school, which will include health and safety, safeguarding and protocols within the school (see Appendix 1)
- Ashby Hill Top Primary School accepts its responsibility for a duty of care for young people on work experience (induction of students will follow the induction checklist – Appendix 1)
- Work experience will be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

Volunteering to work with pupils at Ashby Hill Top

To build community links, the school appoints a number of volunteers each academic year to support teaching and learning and improve pupil outcomes. These opportunities may include: listening to readers, sharing skills with small groups of pupils or classes e.g. vocations, cooking, crafting, sports etc., supporting in leading a group on school trips or residentials.

How to become a volunteer at Ashby Hill Top

- Volunteers should apply to the school office.
- Applications will be considered by the school's leadership team and will be based on need and suitability for the role.
- It is the school's policy not to place volunteers in the same class as their child/ children or family member. Volunteers will be required to provide the office with id, self-disclosure and documents for their DBS check before attending their induction. DBS checks are required for those undertaking regulated activity. This means working with children and young people overnight or for 3 days or more in a 30 day period. This is in line with the Trust's safer recruitment policy and procedures.

Induction

On being successful, volunteers will be invited to attend an induction with a senior leader and designated safeguarding leader. New volunteers will only begin their placement following their induction. During the induction session, the induction leader will discuss the role, school procedures and deliver safeguarding, guidance for safer working practice and health and safety training.

Procedures

Alongside the procedures in the volunteer handbook, volunteers should:

- Wear a lanyard at all times (provided by the office) and expect staff and pupils to challenge them if they are not.
- Support the staff to ensure the safe exit of pupils and themselves from the building to the evacuation points, on the sounding of the fire alarm.
- Ensure that they do not work alone with any pupils at any time. Ashby Hill Top staff should always be present.

Appendix 1: Work Experience and Volunteer Induction Checklist

General Induction / Workplace Orientation		
Item	**Completed**	**Notes**
School tour including adult toilet facilities		
General fire/emergency procedures		
Conduct and dress code		
Car parking		
The school day (times)		
Senior Leadership Team/staff roles		
Health and Safety / DSE (if applicable)		
Attendance and absence procedure		
Site security		
Security of personal belongings		
Communication/messages and social media		
Non-smoking site		
Food/drink facilities/break times		
Work Experience and Volunteering Handbook		
Lanyards and signing in procedures		
Safeguarding		
Item	**Completed**	**Notes**
Safeguarding procedures and reporting		
Confidentiality		
Reporting a concern about another adult		
ICT acceptable use policy		
Working with pupils under supervision		
Your Volunteering Role		
Item	**Completed**	**Notes**
Role specific information		
DBS checks and references		
Policies Related to Your Volunteer Role		
Item	**Completed**	**Notes**
Part 1 of Keeping Children Safe in Education		
Safeguarding Policy		
Work Experience & Volunteering Policy		
IT Acceptable Use Policy		
L ow level concern policy		
Health and Safety policy		
Guidance for safer working practice		
Date:		
Signature of volunteer/work experience		
Signature of SLT		