



Volunteer and Student Placement Policy

The legal framework and documents referenced in this policy are:

Keeping children safe in education. Statutory guidance for schools and colleges, Sept 2018

Aims

Alamiyah School believes strongly in facilitating entry into teaching as a noble and valuable profession and furthering professional development for teachers. Therefore volunteers and work experience pupils are welcomed to gain experience at the school. Furthermore as part of our commitment to improving the quality of practice and professionalism in the Early Years and Primary School, placements are offered to students undertaking Early Years' Montessori qualifications and training and Montessori Primary teacher training.

We aim to provide volunteers, pupils and students with a model of excellent teaching practice and high quality mentoring to allow them to gain the most benefit from their training and experience with the school.

Volunteers or Students Appointment Procedure

If an individual expresses interest in commencing their student placement or voluntary work at Alamiyah School we request that they submit a CV to us in the first instance.

The CV will be reviewed to identify that the individual would be an appropriate candidate to commence a placement at the School. Qualifications and experience will be reviewed, but are not essential in all instances. Alamiyah will ensure that the needs of the children are paramount by not admitting students or volunteers in numbers which hinder the essential work of the school.

The pupil or student will be invited to visit for an observation in order to ensure that he or she is able to fit in with our work, and that we are able to work with the individual.



The individual will also be asked to attend an interview. the individual will be asked a number of questions to further ensure their suitability for the placement and also to set an agreement on the expectations and responsibilities of both parties. (These discussions will help inform the letter of agreement, see below.) At this meeting the individual will be asked to provide the following documentation:

- Photo identification (passport)
- Contact details for 2 Referees
- A signed letter from the college must be provided, if appropriate
- They will be asked to complete a **medical questionnaire** and **Staff disqualification and disqualification by association form**
- proof of qualifications

A volunteer or student will only be deemed ready to commence their placement subject to satisfactory references, proof of qualifications, provision of a DBS Disclosure (with a Barred List check, if appropriate) and a completed medical questionnaire and staff disqualification form that is acceptable.

Once the paperwork is complete a formal letter of agreement outlining the agreed expectations and responsibilities of both parties will be sent to the student/volunteer.

The letter of agreement is a written understanding between the School and the volunteer. It is the responsibility of the School to ensure that the following have been agreed prior to commencement:

- list of the volunteer's aims and objectives
- specific tasks to be undertaken
- timelines for completion of tasks, including familiarisation with specific school policies
- allocation of responsibilities
- start and, possible, end date, hours of volunteering
- allocation of a suitable supervisor (if on a longterm placement)
- date and time for formal induction
- a regular meeting for supervision and feedback
- any formal training they would be expected to attend.
- access to office space, computers, and other physical resources they may need, if appropriate



Students who are accepted on placement at the school on a short term basis are not counted in our staffing ratios.

Students who are placed for longer periods - for example, a year - may be counted in staffing ratios provided they are considered to be competent.

Accepting Pupils aged under or over 17 years old who attends a school or college

Prior to accepting any pupil or student Alamiyah school insists that :

- The school or college certifies that the pupil or student that wishes to attend work experience is particularly interested in working with young children.
- Students must meet the 'suitable person' requirements of Ofsted.
- Schools placing students under the age of 17 years with the school must vouch for their good character.
- Students under the age of 17 years do not have unsupervised access to children.
- The school or college agrees the hours that the pupil or student is to attend the school, and the pupil or student is aware of these timings, and can attend at these times
- The school or college certifies that the pupil has not been suspended from school or college at any time
- Students must adhere to our confidentiality policy.

Long term Students/Volunteers

Long term students will also be required to attend regular supervisions meetings with their mentor. They would also be asked to attend staff training on safeguarding, the prevent duty, confidentiality as well as other key policies.

Insurance

Alamiyah school has employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.



Induction

Alamiyah is happy to work with students' tutors in order to help students to fulfil the requirements of their course of study. We would expect that the volunteer/student understands and shows a commitment to upholding a good, safe working procedure and have an understanding of certain policies.

Therefore we provide a full induction for all volunteers and students within the two weeks of starting at the school. At the first session of their placement, students will be provided with a short induction generally covering all aspects of school operation, policies and procedures.

No individual is left unsupervised in the classroom until they are fully inducted. When the Supervisor feels that their induction has been satisfactorily completed and that they are safe and competent to work unsupervised, then the volunteer or student will be authorised to work with pupils unsupervised.

This policy was adopted at a meeting at Alamiyah School

Held on:

Signed on behalf of the Alamiyah School:

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Date of Next Review: July 2019