

Sheringham Woodfields School



Sheringham Woodfields School
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Registered Charity: Friends of Sheringham Woodfields School - 1127142

Students and Volunteers Policy

Approved by SMT: 6 th May 2021	Approved by Staff: 10 th May 2021	Approved by Governors: 19 th May 2021
Next Review date:	Person(s) responsible for review: HT	

Purpose

At Woodfields School we welcome members of the community to spend time in the school to support their learning and develop their skills. Students and volunteers are embraced as valuable and worthwhile members of the team and treated in accordance with our equal opportunities policy.

Aims

- To equip students with skills which may enhance their career path.
- To open up new opportunities and challenges.
- To build confidence and self-esteem.
- To provide a caring community in volunteers can feel valued and appreciated.
- To build external links and partnerships.
- To deepen knowledge of complex learning needs.

Procedures

All students and volunteers will have an initial briefing when they will be given an induction booklet setting out expectations, protocol and domestic information. We will endeavour to match the requirements of particular courses and make time to meet with course tutors. Students and volunteers are informed of the essential policies and guidance to read. If required, students will be offered a mentor to assist and advise them through their placement to ensure learning is relevant and meaningful.

The School Business Manager will carry out the necessary vetting and barring checks in accordance with the most up to date requirements. All necessary safer recruitment checks will be undertaken accordingly.

We appreciate the time that is given to us on a voluntary basis and feel that students and volunteers contribute to our schools positive learning experience. Our own pupils enjoy and observe good role models and benefit from new skills students and volunteers bring to the workplace. All students and volunteers will receive an induction pack before joining classes.

The Head Teacher and Governing body will ensure that:

This policy is implemented fully and reviewed every three years