

# Volunteers and Students

## Introduction

Frank Wise School welcomes students on work experience placements from local schools and colleges and recognises the mutual benefit such placements can offer. In addition we also accept volunteer placements.

Within Frank Wise School, we have five categories of volunteer / placement which may follow one of four routes.

- From local secondary schools
- From universities - teacher training
- From FE colleges - full-time social care course or child development course
- From overseas universities and colleges
- From the local community - not linked to a course

We aim to give favourable consideration to every request we receive but it should be understood that there are times when the demands upon the school to provide work experience cannot be met to the satisfaction of everyone. At such times it may be judged that to grant all requests would have a detrimental effect on the smooth running of the school and / or would impact negatively on Frank Wise School pupils, both of which take precedence over every other consideration. Therefore, we would give priority to those schools, colleges and universities with whom we already have a mutually beneficial relationship.

## Equal opportunities

At Frank Wise we are proud to be an inclusive school. We welcome applications for work experience placements and voluntary work from all people regardless of their age, gender, ethnicity, sexual orientation, disability or religion provided that they can demonstrate a genuine interest for working in a school such as ours and can promote the school's aims and values.

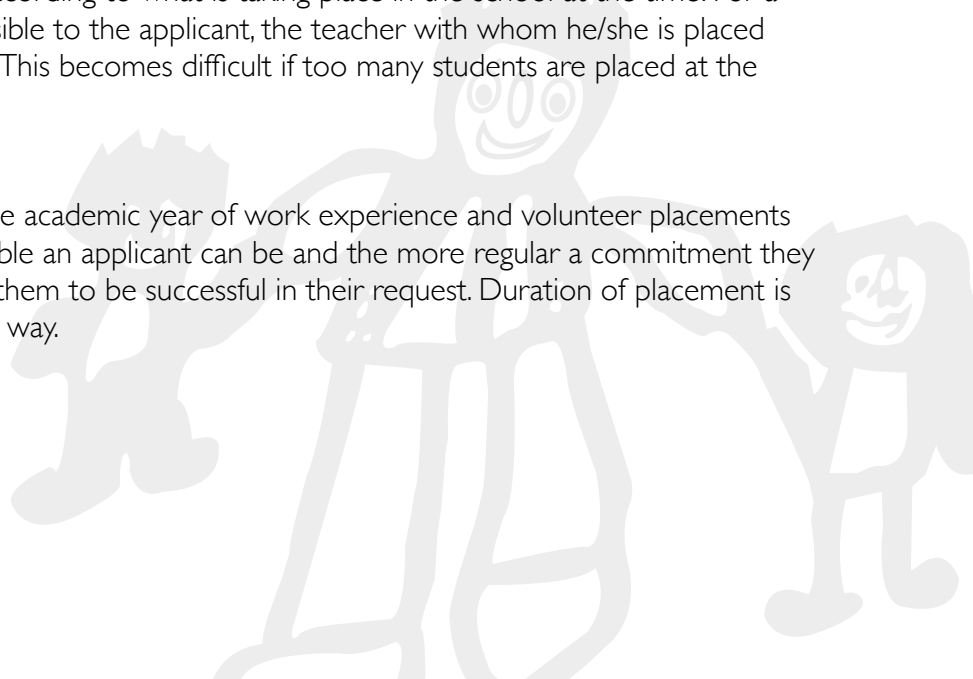
## Placements

### Numbers of placements

In order to provide quality work experience, we consider whole school capacity for placements across the year and so the number varies according to what is taking place in the school at the time. For a placement to be as beneficial as possible to the applicant, the teacher with whom he/she is placed must have time to guide and explain. This becomes difficult if too many students are placed at the same time.

### Timings of placements

We aim for an even spread across the academic year of work experience and volunteer placements at Frank Wise School. The more flexible an applicant can be and the more regular a commitment they can offer will make it more likely for them to be successful in their request. Duration of placement is not usually an influential factor either way.



## The application process

We have developed a rigorous application process to aid the smooth running of placements as well as to ensure both the applicant and school benefit. Safeguarding protocols are also adhered to.

There are four placement routes:

- Visitor Placement - looking for a placement of between 1 and 10 visits
- Further Education / University Placement - on a full-time FE or University Course
- Volunteer - wanting more than 10 visits over a longer period of time
- Overseas trainee teacher - wanting more than 5 visits over a longer period of time

### Application for each route

Each route follows the same robust process and begins with a request from the person or college seeking the placement.

### Initial Contact

Please telephone or email the school office to enquire about the availability of a placement, indicating when and how regularly you could come. It may well be that you are told at this stage that no placements are available at that time, but are asked to enquire at a later date. Alternatively, you may be asked whether you can come at a time other than the ones you have suggested, which may be more appropriate to the needs of the school.

### Subsequent Steps

Following an initial contact with the school, the following steps are taken prior to starting the placement:

- Formal request via Application and Assessment Form
- School tour and informal interview process
- Applicants to understand responsibilities with regards to safeguarding pupils at Frank Wise School
- Place offered
- Applicant to complete online Safeguarding training and provide DBS
- Risk Assessment completed

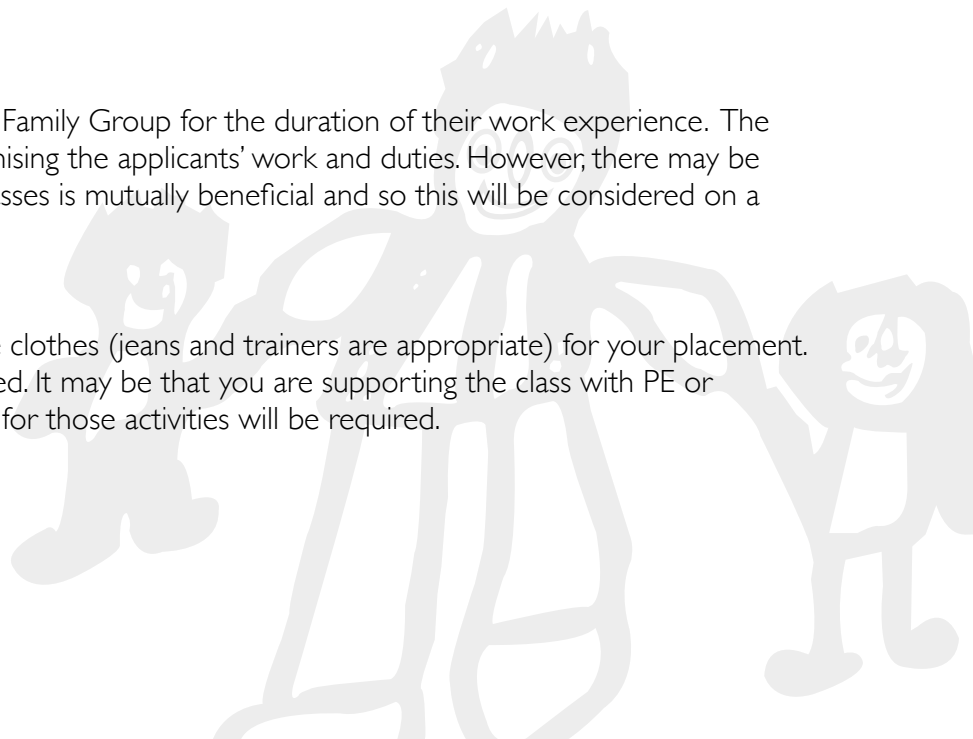
## Working in school

### Location

Applicants are usually placed in one Family Group for the duration of their work experience. The class teacher is responsible for organising the applicants' work and duties. However, there may be times, where working in different classes is mutually beneficial and so this will be considered on a case by case basis.

### Clothing

Applicants should wear comfortable clothes (jeans and trainers are appropriate) for your placement. Excessive jewellery should be avoided. It may be that you are supporting the class with PE or swimming and so appropriate attire for those activities will be required.



## Safeguarding

- No student or volunteer will be left unsupervised with a group of children
- No student or volunteer will undertake any work involving personal care or moving and handling of pupils unless they have received specific training and have been police checked (DBS)
- Students or volunteers may be required to have a DBS check carried out before they can begin working at the school - this depends on the duration of the placement and the route taken

We are confident that all students and volunteers will enjoy their placement at the school and will be able to recognise the importance they are playing in the work of the class. Some days can be emotionally, intellectual and physically challenging and it is important that all volunteers and students feel able to talk to the class team about what they have seen or been involved in. For example, some pupils have quite challenging behaviour. If this is the case, the class team will advise applicants on the specific language that is used to de-escalate a situation. Of the greatest importance is encouraging and praising positive behaviour in all pupils.

## Reports and visits from the tutor

Teachers are very willing to provide an end-of-placement report on a college/university student's progress. However, we do not have the time to produce lengthy text-based documents. Forms which ask for ticked replies and/or short written comments are ideal, but must be handed to the supervising teacher well before the end of the placement, not just before the student leaves on his or her last day. This is in line with Oxfordshire Education and Business Partnership guidance.

All visits by tutors to the school, whether to meet the college/university student or teacher, should be by prior arrangement through the school office. Tutors visiting Frank Wise School to supervise work experience students will appreciate that it is not possible, or appropriate, for teachers to chat with them during teaching time. Tutors are very welcome to observe college/university students working in the classroom, but discussion with the supervising teacher should be arranged for after school or lunchtime.

## References

References can only be provided for current and past employees of the school. Much as we appreciate the significant contribution of volunteers and students with whom we work, we are not able to provide references for them, but may be able to supply a record of the dates of voluntary support or placement. The issuing of such records would be at the discretion of the member of staff responsible for co-ordinating volunteer and student placements in liaison with the school's leadership team.

**Reviewed by:** Lara Hughes

**Date:** April 2023

**Approved by Governors:**

**Date:** May 2023

