

Cawood Church of England Primary School

Student or Volunteer Induction Policy

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10 June 2014		Signed	A Mudd
Method of Communication			
Website, Server			

At Cawood Church of England Primary School we value the contribution made by all students and Volunteers. We are clear about the duty of care we have towards all adults within our school, whilst, of course, being mindful of our responsibility to members of staff and the children. We value the extra help, additional skills and curriculum enrichment that additional adults bring to children's learning.

We feel that by enhancing the knowledge of additional adults working within our school, we are ensuring the Health and Safety of all who are present, as well as providing information which will allow students/volunteers to carry out their role more efficiently and with confidence.

Before beginning any induction programme, the following should occur:

- Complete an application form so that the school has a clear record of the volunteers details.
- A copy of the inductee's CRB-check must be taken and recorded in the Single Central Record.
- If this has not been completed, or if it is not a NYCC disclosure, a CRB check must be undertaken before the inductee begins work in school. It is the responsibility of whoever has been approached by the individual to check with the School Office that a CRB check is current.
- Individuals who are not parents or known to the school will also be asked to provide the names of two referees who will be approached for references prior to the volunteer starting in school.
- The duration and level of involvement is discussed with the individual.

Our Induction Programme includes a tour of the whole school, highlighting:

- The importance of signing in and out, where to do this and collection of a visitors badge
- The different areas of the school
- Basic Health and Safety; including Fire exits, Call points, Fire drill/escape procedures and Assembly points.
- First Aid boxes/books/lists of First Aiders are pointed out and systems explained.
- The importance of Confidentiality and how this is to be respected and maintained. A copy of the confidentiality policy is also shared with the individual.
- Child Protection Procedures – the designated person is the Head Teacher and a copy of the child protection policy is shared.
- Behaviour strategies used throughout the school are discussed including sharing our Five Rainbow Rules.
- How much we value the children, how their voices are heard and listened to and the responsibilities they have within our school e.g. School Council, Eco Warriors

Following on from the tour the students/volunteers are issued with the Induction Handbook. This is run through with them, ensuring that all areas have been thoroughly covered and understood. An overview of policies; Health and Safety, Child Protection (including our named Designated Person for Child Protection), Behaviour and Anti-Bullying, E-Safety, Confidentiality is given and the Students/ Volunteers are made aware of how they can access these (paper copy and via website). It is recommended that they do take time to look at these, so as to become fully familiar. Any questions/ queries are addressed throughout the induction process.

Upon completion Students/ Volunteers are asked to sign to acknowledge the training they have been given and the information they have been provided with. These sheets are kept on file.

(June 2022)