RAVENSCOTE JUNIOR SCHOOL

SCHOOL VISITORS & VOLUNTEERS POLICY

2026 - 2028

Date of Approval		**Date of Review**	
November 2026		**November 2028**	
Signed	Amy Wells **Headteacher**	**Signed**	Emily Gibson **Chair of Governors**



RAVENSCOTE JUNIOR SCHOOL
VISITOR AND VOLUNTEER POLICY

Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aims of the Ravenscote Junior School Volunteer Policy are to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe In Education

How we use volunteers

Volunteers may undertake a range of activities. The school will determine the appropriate level of safeguarding checks based on the nature, frequency and duration of the role and the level of contact with children.

At Ravenscote Junior School, volunteers may, among other tasks:

- Hear children read
- Accompany educational visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as computing or art

Volunteers may be:

- Parents
- Alumni
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

Members of the LAC working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.



Appointment of volunteers

Volunteers may be appointed following an application they make; this is most likely in the case of someone looking to complete a work experience placement. Prospective volunteers looking for work experience should complete the RJS Volunteer Application Form *(Appendix 1).*

Volunteers may also put themselves forward in response to a request for volunteers from the school. This is likely to be the case for volunteers who:

- Hear children read
- Accompany educational visits

Volunteers are appointed by a member of the Senior Leadership Team. This will be the DSL in the case of work experience students or an Assistant Headteacher / Year Leader in the case of volunteers for reading and educational visits.

Appointment and induction of new volunteers can take time and is dependent on the candidate and available spaces within the school.

All volunteer appointments are subject to appropriate safeguarding and recruitment checks, determined according to the nature, frequency and duration of the role and the level of contact with children. Where a volunteer will be undertaking regulated activity, the required enhanced DBS check with Children's Barred List information will be obtained. The school will assess whether a volunteer role constitutes regulated activity before the placement begins. This assessment will be reviewed if the volunteer's role, duties, frequency of attendance or level of contact with children changes.

The Headteacher reserves the right to terminate a placement at any time.

Where a volunteer is provided through another organisation, the school will obtain written confirmation from the organisation that the appropriate safeguarding and recruitment checks have been completed, including the appropriate level of DBS check where required. The school will also confirm the identity of the individual attending the school and ensure that they are suitable for the role they are undertaking.

All work experience volunteers will need to meet with a member of the Senior Leadership Team before they are accepted to volunteer within the school; this may take place following the offer of volunteering, or it may be that Senior Leaders have already met candidates, particularly if they are parents of the school or a former pupil.

Safeguarding

Safeguarding our children is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our children safe, we will:

- Assess their initial understanding of safeguarding in their application form (if applicable).
- Determine whether the volunteer will be undertaking regulated activity - regulated activity may include volunteering which involves teaching, training, instructing, caring for or supervising children frequently, on more than 3 days in a 30-day period or overnight.
- Conduct enhanced DBS checks with Children's Barred List on all volunteers undertaking regulated activity.
- A volunteer for whom no checks have been obtained must not be left unsupervised with children or permitted to undertake regulated activity.



- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Organise a meeting with the DSL or a DDSL prior to, or at the beginning of, the first day of any work experience placements, to confirm understanding of safeguarding procedures and to ensure they have met a DSL/DDSL to whom they could turn with any safeguarding concerns that arise
- Require volunteers to agree and adhere to the relevant code of conduct:
    - For adult volunteers based in school, this is the Volunteer Code of Conduct *(Appendix 2)*
    - For adult volunteers supporting with an educational visit, this is the Educational Visit Parent, Carer and Volunteer Code of Conduct *(Appendix 3)*
    - For work experience students under the age of 18, this is the Work Experience Code of Conduct *(Appendix 4),* which needs to be signed by a parent or carer, as well as the student on work experience
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with children.
- Conduct a risk assessment *(Appendix 5)* to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - The frequency and duration of the volunteer's contact with children
    - Whether the volunteer's role involves teaching, training, instructing, caring for or supervising children
    - Whether the volunteer will attend overnight or during relevant overnight periods
    - Whether the role or duties may change during the placement
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check
- The school will assess safeguarding arrangements for all work experience placements before the placement begins.
- Where a work experience student aged 16 or over is undertaking activity in a school which gives them the opportunity for contact with children, the school will consider whether the activity constitutes regulated activity and whether an enhanced DBS check is required, however DBS checks cannot be requested for children under the age of 16.
- Work experience students will not be permitted to undertake duties outside the agreed scope of their placement and will not undertake intimate or personal care of children.
- The school will ensure that appropriate safeguarding induction, supervision and reporting arrangements are in place for all work experience students.

Induction

The supervising member of staff for the volunteer will carry out an induction ahead of the volunteering placement beginning.

- In the case of an educational visit, this will take the form of a meeting on the morning of the visit, led by the visit co-ordinator
- In the case of a reader helper, this will be led by a member of the year team staff
- In the case of a work experience placement, this will be led by the DSL or an Assistant Headteacher/Year Leader



The induction will include information regarding:

- How to recognise and report safeguarding concerns, including concerns about the behaviour of adults towards children
- The identity and role of the DSL and DDSLs
- The school's procedures for reporting allegations and low-level concerns about staff, volunteers, contractors or other adults
- Whistleblowing arrangements
- The requirement not to investigate concerns themselves or promise confidentiality
- Appropriate use of mobile phones, personal devices, social media and photographs
- The school's expectations regarding professional boundaries
- Confirmation of understanding of the relevant code of conduct
- How to effectively carry out the tasks required

Confidentiality

Information about children, parents and staff must be treated sensitively and only shared with those who need to know it for legitimate safeguarding, educational or operational purposes. Volunteers are not permitted to discuss confidential information related to children, parents or staff with those outside of the organisation.

Volunteers must not promise a child that information will be kept secret. If a child shares information that may indicate a safeguarding concern, the volunteer should listen calmly, avoid investigating or asking leading questions, explain that they may need to share the information to help keep the child safe, and report the concern to the DSL or DDSL without delay.

Safeguarding concerns must not be withheld because of concerns about confidentiality or data protection. Information will be shared in accordance with the school's Child Protection and Safeguarding Policy, applicable data protection legislation and the statutory information-sharing arrangements.

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the Designated Safeguarding Lead or a deputy.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle-blowing policy and inform the Headteacher or Chair of Governors.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. We will:

- Retain records relating to volunteers in line with our records retention schedule
- Maintain appropriate records of safeguarding and recruitment checks
- Record the outcome of volunteer risk assessments and the rationale for decisions about DBS checks
- Remove details of volunteers from the single central record (SCR) once their volunteer placement has ended
- Handle DBS certificate information in accordance with data protection legislation and DBS guidance.

A copy of our privacy notice is available from the office on request.



Appendix 1: Volunteer application form for work experience

Complete the application form in full and send to info@ravenscote.surrey.sch.uk

Please note that the school may not be able to accommodate your placement or all stated preferences.

Following receipt of your application form, if we feel we may be able to accommodate your request, you may be invited in to meet one of the Senior Leadership Team.

Safeguarding Statement

At Ravenscote Junior School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse and neglect and follow our procedures to ensure children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

Data Protection Notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: • You've given us your consent • We must process it to comply with our legal obligations *You'll find more information on how we use your personal data in our privacy notice for volunteers; a copy of this is available from the school office upon request.*

Personal Details	
Name:	
Pronouns:	
Date of Birth:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information – ignore this section if you are under 16
Ravenscote Junior School will determine whether a DBS check is required according to the nature, frequency and duration of the volunteer role and the level of contact with children. Where a volunteer will undertake regulated activity, an enhanced DBS check with Children's Barred List information will be required. Where a volunteer is not undertaking regulated activity, the school will undertake a written risk assessment and determine whether an enhanced DBS check without Children's Barred List information, a basic DBS check or no DBS check is appropriate. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.



Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.

Do you have a DBS check? (please circle)	Yes / No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Why would you like to volunteer at Ravenscote Junior School?
Experience and Qualifications
Do you have any experience working with or volunteering with children? *If yes, please include details in the box below.*
Do you have any relevant qualifications?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)
What is your understanding of safeguarding?

Preferences	
What age group/year group would you prefer to work with and why?	
What activities are you hoping to help out with?	



Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM (specify times)					
PM (specify times)					
Before School					
After School					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.). You should obtain consent from your references before sharing their details with us. *NB Your parents/carers should not be used as references.*	
Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

Disability and Accessibility:
Ravenscote Junior School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:



Appendix 2: Volunteer code of conduct for adults based in the school environment

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:
- 1.1.1. Child protection and safeguarding
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online Safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and Safety
- 1.1.7. Equality and Diversity
- 1.1.8. Whistle-blowing
- 1.1.9. Positive Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, usually the Assistant Headteacher for the year group the placement is based in.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Positive Behaviour Policy, or are struggling to manage the behaviour of children with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand children or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for children by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, children.

2.5. Volunteers must not transport children in their own cars unless specific arrangements have been made with the school, and the child's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's Child Protection and Safeguarding Policy.

3.2. If volunteers have concerns about the welfare of a child, notice something that may indicate a child is at risk of harm, or if a child makes a disclosure, they must report this to the designated safeguarding lead (DSL) or a deputy DSL without delay. The DSL is Mrs Butcher and the DDSLs are Mrs Wells, Miss Porta-Rios, Miss Mills, Miss Wheeler, Mr Sage, Mrs Smye-Rumsby and Mrs Brookes. Volunteers must not investigate the concern themselves or promise confidentiality.



3.3. Volunteers should refrain from any physical contact with children, and should use their judgement to determine when physical contact is appropriate. If physical contact with children is required, volunteers should ask for a child's consent before touching them.

3.4. Volunteers must alert the DSL (or deputy) if a child develops an infatuation with them, and must not form personal relationships with children, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with children outside of school, including on social media

3.4.3. Arranging to meet children outside of school

3.5. Volunteers should not take or share photos of children unless instructed to do so by their supervisor and given a school-owned device on which to do this.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and lockdown procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor lanyard at all times.

5. Confidentiality

5.1. Information about children, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss children with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Volunteer name:……..

Volunteer signature:……

Date:……



Appendix 3: Volunteer code of conduct for supporting on an educational visit

Safeguarding Statement

At Ravenscote Junior School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse and neglect and follow our procedures to ensure children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

If you have any concerns for the welfare of a child, please inform the Designated Safeguarding Lead or one of the Deputies.

Our Designated Safeguarding Lead is Mrs Butcher
Our Deputy Designated Safeguarding Leads are Mrs Wells, Miss Porta-Rios, Mrs Brookes, Miss Wheeler, Mr Sage, Mrs Smye-Rumsby and Miss Mills.

Parent, Carer and Volunteer Agreement

Thank you for volunteering to accompany our children on this Educational Visit - we really appreciate your help. Ahead of the visit, we ask that you read through this Parent, Carer and Volunteer Agreement and email info@ravenscote.surrey.sch.uk to confirm you agree to what it sets out. The Visit Leader will also brief you on the morning of the visit so that you are aware of what the day will entail and clear about your roles and responsibilities as a helper. In addition, they will provide you with a Visit Pack for you to refer to throughout the day.

When supporting on an Educational Visit:

- You will receive a list of children within your group for whom you are responsible. Where possible, this will include your own child, though we cannot guarantee this.
- Children will be told that they must stay with their group and group leaders at all times. Please ensure they remain with you and are not permitted to go anywhere unaccompanied.
- Do not bring any siblings or additional children on the visit.
- Keep your mobile phone turned off or on silent, and do not use it in the presence of children.
- Do not take photos of the children, either on a phone or on a personal camera. If a child has a camera and asks you to take a picture of them on this, this is permitted.
- If wearing smart glasses or other wearable technology while on the visit, ensure that the recording, photographing, audio or video transmission functions are switched off.
- Encourage the children to follow the behaviour expectations set out by school staff.
- Do your best to ensure the health and safety of everyone in the group. Speak to the class teacher if you are concerned about the health, safety or wellbeing of the children at any time.
- Inform a member of school staff if you need to leave your group for any reason.
- If the visit involves a coach journey, adults should be spread along the coach. Promote positive and safe behaviour on the journey. Children are not allowed to eat or drink on the coaches unless specified by the coach leader. If a child feels unwell, make a member of school staff aware so a sick bag can be provided.
- Let the class teacher or designated lead member of staff know immediately if there is a medical or other emergency. School staff are responsible for first aid and the Visit Leader is responsible for contacting the school and associated parents/carers in emergency situations. Parent helpers are not to administer first aid, nor contact the school or associated parents.



- The Visit Leader will alert the school office to anything that needs to be communicated with parents/carers. Helpers should not update other parents/carers during the visit regarding expected time of arrival back at school or any other additional information. This is vital for ensuring that the correct information is communicated to all parents/carers at the same time.
- You must not be alone with a child or children (including your own), except where this has been previously agreed as part of the risk assessment, and you have had a DBS check with us.
- Respect and value your own child's independence and social interaction with their group and peers. Treat all children equally e.g. your own child cannot have additional food to access throughout the day, nor should you buy them something from the gift shop that exceeds the spending limit set by the Visit Leader.
- If children have been asked not to bring spending money, or a child has not brought spending money though they have been invited to, please refrain from purchasing items for them, or lending them money.
- Do not smoke or consume alcohol on the educational visit.
- If you have any queries or problems concerning the visit, please direct these in the first instance to the class teacher.

Confidentiality

It is very important that all staff, parent/carer volunteers and other adults work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family, or a child's parent or carer. School staff have responsibility for informing parents of any concerns about a child. You must return your Visit Pack to the class teacher upon return from the visit and know that all information in the Pack is confidential.

Confirmation

Please contact info@ravenscote.surrey.sch.uk to confirm that you have read and understood this agreement, and will adhere to it. A copy will be available in the Visit Pack given to you on the morning of the visit, for your reference.

Thank you again for your support with this Educational Visit.



Appendix 4: Volunteer code of conduct for students on work experience

Code of Conduct for Work Experience Students (WES)

Safeguarding Statement

"It could happen here"

At Ravenscote Junior School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse and neglect and follow our procedures to ensure children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

We follow the Surrey Safeguarding Children Partnership's (SSCP) procedures and have a number of policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection and Safeguarding Policy. A copy of this policy is available on our website.

Our Designated Safeguarding Lead (DSL) is Mrs Natalie Butcher

Our Deputy Safeguarding Leads are:
Mrs Amy Wells (Headteacher)
Mrs Rebecca Brookes
Miss Francesca Porta-Rios
Miss Serina Wheeler
Miss Daisy Mills
Mr Rob Sage
Mrs Rebecca Smye-Rumsby

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible on the same day. Do NOT conduct your own investigation.

Code of Conduct Aims

To support work experience students (WES) with their responsibilities to safeguard children and to act appropriately by following the expected code of conduct.

To encourage WES to minimise the risk of inappropriate conduct occurring and thereby enable WES to set a good example to children within the school.

For the purposes of this code of conduct 'child' or 'children' refers to those on roll at Ravenscote Junior School. However, Ravenscote Junior School is aware that the definition of a child is anyone under the age of 18 and therefore we recognise our statutory duty to safeguard and promote the welfare of work experience students under the age of 18.

1.0 Policy principles & student conduct and values



1.1 This policy sets out clear guidance on the standards of behaviour expected from WES on placement at Ravenscote Junior School. The principles underlying the guidance aim to encourage WES to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

1.2 This code of conduct derived from is the RJS Staff Behaviour Policy, with appropriate adaptations to recognise the age of WES and the voluntary nature of their work, whilst still uploading a high standard of expectation of WES behaviour when in our setting.

1.3 WES are in a unique position of trust and influence as role models for children at Ravenscote. Therefore, WES must adhere to behaviour that sets a good example to all children within the school.

1.4 WES also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

1.5 The school expects all WES to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children.

1.6 Ravenscote Junior School requires that all WES have read, understood and agreed to comply with this policy. When a WES is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

1.7 Breach or failure to observe this policy may result in termination of the placement at Ravenscote. If the WES is on a placement from their own school, this will be communicated with the school.

1.8 This policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, WES are expected to exercise their judgement and act in the best interests of the children and the school.

2.0 Safeguarding, behaviour and conduct

2.1 All WES must uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position
- Having regard for the need to safeguard children's wellbeing
- Showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law
- Having proper and professional regard for the ethos, values, policies and practices of the school, and maintain high standards in their own attendance and punctuality.



2.2 WES should have an understanding of the signs a child is suffering, or is likely to suffer harm. These include, but are not limited to, poor personal hygiene; unexplained bruising; anxiety or extreme shyness around certain individuals; aggression; sudden changes in behaviour; overtly sexual behaviour; age inappropriate knowledge of certain topics; withdrawal during certain activities. WES should know to report any of these indicators, or anything else they think could indicate harm, to the DSL or a DDSL immediately.

2.3 WES should conduct themselves in a manner in which children see them as volunteers who are working in their school, rather than as older children. If WES are not sure what this would entail, they should speak with staff members and remind themselves of the content of this code of conduct.

2.4 WES should speak positively about the school and the staff members, both during and outside of working hours. They should not share opinions about the school that could bring it into disrepute or cloud someone's judgement on it. This is particularly important when talking with children about staff members and procedures in place.

3.0 Dress and appearance

3.1 All WES must dress in a manner that is appropriate to their role and that promotes a professional image, as if attending an office environment.

3.2 WES should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

3.3 WES should dress decently, safely and appropriately for the tasks they undertake. Denim is not permitted.

3.4 All jewellery and piercings are worn at the individual's own risk. Care must be taken to ensure they do not cause a health and safety hazard which might injure a child unintentionally. WES must also be aware of their own safety and ensure any jewellery cannot be used by a child to cause harm to themselves. All jewellery must be removed during P.E. lessons in line with the school's expectations of children.

3.5 Footwear must be safe, sensible, in good order, smart, clean and have regard to health and safety considerations. Trainers (unless required for PE), stiletto heels, flip flops or other footwear without backs are not acceptable.

4.0 Smoking, alcohol, e-cigarettes and other substances

4.1 Ravenscote Junior School is a non-smoking site. WES must not smoke or use e-cigarettes on school premises or outside school gates.

4.2 WES must not consume or be under the influence of alcohol, drugs or other illegal substances on or near school premises during their placement.

5.0 Relationships with children, working relationships and social contact outside of school

5.1 WES must maintain professional boundaries in their interactions with children, parents and others who work for or on behalf of the school, appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. WES should act in an open and transparent way that would not lead any reasonable person to



question their actions or intent. WES should think carefully about their conduct so that misinterpretations are minimised.

5.2 WES must not develop personal or sexual relationships with children and must not engage in any sexual activity with a Ravenscote child.

5.3 WES must not make sexual remarks to a child or discuss their own sexual relationships with, or in the presence of, children. Conversations of these nature should not take place on the school site.

6.0 Infatuations

6.1 It could be the case that a child develops an infatuation towards a student on work experience. If a WES feels this is becoming the case, they should immediately report this to a member of the safeguarding team (usually the DSL), who will decide on the appropriate way to proceed. All such situations must be responded to sensitively to maintain the dignity of those concerned.

7.0 Gifts/Hospitality

7.1 WES may be given small gifts from children, such as drawings or small items. Where this happens, the WES should thank the child and make the class teacher aware, in case any patterns emerge, or the class teacher feels further action needs to be taken following Ravenscote's Gifts and Hospitality Policy. This is unlikely in the case of WES.

8.0 Physical contact with children

8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, in accordance with Ravenscote's Staff Behaviour Policy. However, this should not be the case for WES. WES should aim to uphold a 'no-touch' policy with the children. Should they believe a child would benefit from physical intervention, for example for first aid or support with equipment in PE, they will need to direct this to a member of staff.

8.2 WES should never touch a child in a way which may be considered inappropriate. They must always be prepared to explain actions and accept that all physical contact be open to scrutiny. WES must not engage in rough play, tickling or fun fights with children.

8.3 If a WES believes that an action could be misinterpreted, the incident and circumstances should be reported to a member of the safeguarding team (usually the DSL), recorded and, if appropriate, a copy placed on the child's file.

9.0 Behaviour management

9.1 WES must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. WES are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

9.2 WES should be aware that Ravenscote operates a Positive Behaviour Policy in which we value and encourage a positive approach to behaviour. WES should interact with children in a warm and friendly manner, using praise as much as possible. They should refer to the three school rules: Ready, Respectful and Safe, and the six school values: Respect, Responsibility, Teamwork, Honesty, Excellence and Happiness.



10.0 One-to-one situations

10.1 WES should not be left on a one-to-one basis with a child. Any small group or one-to-one work must take place in a classroom with other children and staff around, or in a central area where the activity can still be supervised by a member of school staff.

10.2 WES should not arrange to meet with children from the school away from the school premises unless the rationale for this is clear and known to the school (for example siblings or mutual extra-curricular activities).

11.0 Intimate/Personal care

11.1 WES will not be involved in any intimate or personal care of children. Any situation in which this becomes a possibility should be referred immediately to the nearest member of staff to ensure the WES is not involved in this process.

11.2 Children are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. WES must not be in a room where children are in a state of undress, for example for an after-school sports club.

11.3 WES will use staff toilets.

12.0 First Aid/Medication

12.1 All school staff are trained to administer first aid. If a WES believes a child requires first aid, this must be referred to a member of school staff. During lesson time, this would likely be the class teacher or LSA working in the classroom; at break or lunchtime, this would be a member of staff out on duty, or a member of the office team.

13.0 Online safety

13.1 Whilst on placement, WES must not engage in inappropriate use of social media which may bring themselves, the school or the school community into disrepute.

13.2 WES should not make contact with children or children's family members, accept or initiate friend requests or follow children or children's family members' accounts on any social media platform, whom they have met as a direct result of their work experience placement. We recognise there may be existing or future online connections between WES and children or families at this school due to community links.

13.3 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices, cameras and videoing equipment may only be used by WES in the Conference Room, when the door is closed, there are no children present and it is during a timetabled break.

13.4 As a precaution any other devices that can take images or can make contact with other devices (e.g. Smart Watches) should not be worn around children.

13.5 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Ravenscote Junior School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.



13.6 WES should be mindful of the age of the children at Ravenscote. If children at Ravenscote are accessing technology, social media sites or gaming that have age ratings above their chronological age, WES should not engage with any conversations children initiate regarding these, or indeed initiate them themselves. WES should remind children that they are in school and conversations about such things should take place outside of school, with their friends and families.

14.0 Photography, video and images of children

14.1 WES should only take photographs of children on school-owned devices, under the instruction of a member of school staff.

15.0 Confidentiality, data protection and sharing information

15.1 WES may have limited access to confidential information about children, such as conversations regarding their attainment and targets. All information received about children (including any information regarding their families) should be treated as confidential and not discussed with anyone who is not a member of school staff.

15.2 WES should immediately share with Ravenscote Junior School's Designated Safeguarding Lead or Deputy Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a child or that might suggest a child is in need or at risk of significant harm. WES should pass on information without delay in accordance with Ravenscote Junior School's Child Protection and Safeguarding policy and procedures and this should be recorded. WES must never promise a child that they will not act on or pass on any information that they are told by the child but should give reassurance that the information will be treated sensitively.

15.3 Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

15.4 All WES should be aware of Ravenscote Junior School's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher or if the allegation is against the Headteacher, it should be reported to the Chair of Governors. Concerns which do not meet the harm threshold should also be reported so that they can be considered under the school's low-level concerns procedures.

16.0 Political neutrality

WES should ensure that their own personal or political opinions do not interfere with any policy of the school. This means that WES should not enter into or encourage inappropriate discussions with may offend or harm others, undermine fundamental British values, express any prejudicial views or attempt to influence or impose their personal values, attitudes or beliefs on children. WES should also be mindful of the age of the children and therefore considerate of age-appropriate topics of conversation.

17.0 Compliance

All WES must complete the form in the Appendix to confirm they have read, understood and agree to comply with this code of conduct.



APPENDIX

Ravenscote Junior School
Code of Conduct for Work Experience Students (WES)

Confirmation of Compliance

Ravenscote Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To enable us to do so we ensure all staff, governors and volunteers are up-to-date with all safeguarding policies and documentation.

It is essential that all students on work experience at Ravenscote read and understand and therefore agree to adhere to the Code of Conduct for Work Experience Students.

I confirm that I have read, understood and agree to comply with the Code of Conduct for Work Experience Students.

Name: _____

School:_____

Signature: _____

Date: _____

When a work experience student is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

Parent/carer name: _____

Parent/carer signature: _____

Date: _____



Appendix 5: Risk Assessment for Volunteers

Risk Assessment for Volunteers

KCSIE 2026 requires schools to undertake a written risk assessment and use professional judgement when determining what checks are appropriate for volunteers who are not undertaking regulated activity.

Before completing this risk assessment, the school must first determine whether the volunteer's role constitutes regulated activity. From 1 September 2026, the previous supervision exemption no longer applies.

1) **Name of volunteer:**

   ……

2) **Factors to consider when determining whether an Enhanced DBS Check (excluding a Children's Barred List Check) should be obtained:**

Factors	Notes/ comments
(a) What is the nature of the volunteer's work with children? Relevant factors (not all may apply) to consider when assessing risks in relation to this volunteer's work: - The work that will be carried out by the volunteer (will the volunteer teach, train, instruct, care for or supervise children?) - Will the volunteer have the opportunity for contact with children? - How frequently will the volunteer attend? - Will the volunteer attend on more than 3 days in a 30-day period? - Will the volunteer attend overnight? - Will the volunteer undertake the same activity regularly? - The level of supervision the volunteer will receive - The ages of any children with whom the volunteer will work (including whether the ages differ widely) - The number of any children with whom the volunteer will work - Whether or not other workers will be helping to look after any children with whom the volunteer will work - The volunteer's opportunity for contact with children (if appropriate) - The vulnerability of any children with whom the volunteer will work (e.g. SEND) - The number of other volunteers / workers supervised by the person in "regulated activity" (e.g. teacher, Learning Support Assistant)	
(b) Why does the volunteer want to work at the Ravenscote Junior School?	
(c) How often will the volunteer be working in the school?	



(d) What does the school / Academy know about the volunteer from: • Staff? • Parents? • Other volunteers?	
(e) Does the volunteer have other employment and / or undertake other voluntary activities where referees can advise on suitability?	
(f) Have references been obtained from those other organisations (where relevant and / or appropriate) and suitability confirmed? Yes / No	
(g) Has the person's identity been verified?	
(h) Where legally applicable, has the appropriate right-to-work/immigration status requirement been considered?	
(i) What will be in place to ensure the volunteer understands the school's safeguarding practices?	
(j) What will be in place to ensure the volunteer understand what they are expected to do?	
(k) Any other relevant factors?	

3) Overall decision: rationale

Enhanced DBS Check required for the following reason(s):



Enhanced DBS Check <u>not</u> required for the following reason(s):

Enhanced DBS Check with Children's Barred List Check is needed because the volunteer will be in Regulated Activity. State reason(s) for being in Regulated Activity:

Completed by:
Role:
Signature
Date:

