Students and Volunteers' Policy

Audience:	Parents REAch2 staff Local Governing Bodies Trustees Schools, colleges and Further Education providers Local Authorities
Ratified:	REAch2 Trust Board July 2026
Other related policies:	Safeguarding and Child Protection Behaviour Code of Conduct Health and Safety Safer Recruitment Speak Up and Whistleblowing
Policy owner:	Helen Beattie, Head of Safeguarding
Review:	Every 3 years

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



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Policy Overview

REAch2 Academy Trust believes it can benefit greatly from members of the local community who are willing to provide support to the academy on a non-paid or voluntary basis, providing that this is carried out in a way that is planned and well managed.

We value the opportunity to offer students high quality work experience placements to shape the childcare and education workforce of the future. For the purpose of this policy a student is: someone enrolled at a school or further education establishment that is looking for an unpaid work experience placement as part of their course requirements or for their own professional development. N.B. any student taken on a paid apprenticeship scheme is treated as a paid employee.

Volunteers are also a welcomed resource who are able to provide a varying degree of skills and experience to support both our teaching and non-teaching teams. For the purpose of this policy a volunteer is: someone who is willing to give their time freely to the academy without any financial gain. N.B. this policy is not intended to apply to the recruitment and management of Trust Board members or local academy Governors.

Whilst students and volunteers provide great benefits to our academies and local community, they also take up resources and require equal investment from us. As such, the recruitment and placement of students and volunteers will be carefully considered, limited by the senior leadership team to a level that is appropriate to the individual academy and its resources, and planned so that it does not negatively impact on the care and education of our pupils or the wellbeing of our staffing team.

Policy In Detail

Purpose

- To set out the approach that REAch2 academies should use when recruiting and using students and volunteers within their academy
- To provide students and volunteers with clear guidelines around recruitment, induction and expectation while they are within the academy
- To ensure that the highest standards of safeguarding are maintained for the pupils

Categories of students (this list is not exhaustive):

- Under 16 secondary school pupils on a work experience placement
- Post-16 students on a short-term, one-off placement
- Post-16 students on a recurring and/or long-term placement

Categories of volunteers (this list is not exhaustive):

- Parents, carers and/or local community members
- Ex-staff members
- Members of the local Parent Association

A volunteer should not replace the role of a paid employee in the academy.

Recruitment of students/volunteers

Process of recruitment

- The recruitment of all students/volunteers must be overseen by the Headteacher or other senior leader. This person must have received safer recruitment training. A formal process of recruitment will be followed, similar to that required for employed staff, in order to promote the safety of our pupils. This policy must be read alongside the safer recruitment policy which outlines in detail our safer recruitment process.
- Any student or volunteer for whom insufficient or incomplete safer recruitment checks have been received will not be allowed to work unsupervised by a member of school staff. We recognise recent changes enforced by the Crime and Policing Act 2026 removing the 'supervision exemption' from regulated activity, meaning that volunteers meeting the criteria for regulated activity will be eligible for the relevant checks, regardless of supervision levels.
- Any student who wishes to take up a student placement as a formal part of their training or course requirements should make an expression of interest in line with their training provider's policies. The training provider will be requested to provide a safer recruitment policy or letter of assurance to evidence the safer recruitment checks that have been undertaken.
- Any individual who wishes to take up a voluntary position, including students aged 16 or over who wish to volunteer on a recurring, long-term basis, should complete a volunteer application via the Trust's application portal (My New Term)
- An interview should be conducted to establish the individual's suitability and what they are able to offer to the academy.
- Following the interview, relevant safer recruitment checks will be completed for volunteers, including those who are students, in line with the Trust's safer recruitment policy. This includes where required, an enhanced DBS, plus a Children's Barred List check if the role amounts to regulated activity. Please see the safer recruitment policy for full details of checks undertaken.

An individual file will be created for each student/volunteer and securely stored by the academy. Only information that is relevant will be kept by the academy. All students and volunteers will also be entered and maintained on the academy's Single Central Record, in line with the Trust's SCR template.

Student/Volunteer agreement (see appendices)

This is a non-legal agreement between the academy and the student/volunteer outlining what both parties can expect. At any time, the agreement can be terminated by either party, without prior notice. All students and volunteers will be asked to agree and sign the academy's Student/Volunteer Code of Conduct N.B. this agreement is not necessary if the student's provider already has a similar process in place.

Induction and training

All students and volunteers will receive an induction, prior to being allowed to begin their role. This will include:

- Essential academy information, including who is who
- Safeguarding training, in line with expectations outlined in the safeguarding and child protection policy
- Sharing the following policies, and explaining how they are expected to be put into practice:
    - Safeguarding and Child Protection Policy
    - Whistleblowing Policy
    - Health and Safety Policy
    - Online Safety Policy and any information concerning Acceptable Use of Technology
    - Pupil behaviour Policy

Safeguarding training will be updated regularly, in line with statutory guidance and Trust policy. A record of all training offered and undertaken by students/volunteers will be maintained.

Oversight and support

- Each student/volunteer will be allocated a supervisor to provide them with support. The supervisor will be in regular contact to review the agreed arrangements.
- The student/volunteer may be allocated to work with a different member of staff to their supervisor, i.e. a class teacher, and they should follow all reasonable requests and instructions from this person.
- If the student/volunteer would like to discuss any changes to the agreed arrangements, or if there are any issues with any aspect of their work, they are expected to discuss them with their supervisor.

Confidentiality

- Students/volunteers may become aware of confidential information relating to the academy, its employees, pupils, parents, carers and guardians, and other stakeholders. This information must not be shared with any individual unless there is a concern regarding a person's safety or wellbeing, and then only to the appropriate people and in line with academy policies.
- Students/volunteers must not divulge or repeat any confidential information without the permission of the Headteacher. Students/volunteers must not discuss individual pupils with any person outside of the academy, which includes the parents/carers of the pupil.
- Students/volunteers must not speak to the media or press regarding the academy or on behalf of the academy unless explicitly directed by the Headteacher or other senior leader.

Working in the academy

- Each time a student/volunteer attends the academy they must sign in and sign out of the premises at the start and end of each session in accordance with the academy's visitor process.
- Students/volunteers will be deployed depending on where there is need and in line with their agreement and/or course content.
- All students/volunteers are expected at all times to abide with their volunteer's agreement or course agreement, and with the academy's policies and procedures.
- Students/volunteers will be directed to appropriate facilities that they may use while on site, including for meals if they are working over a break period.

Continued suitability

- In line with our Trust safer recruitment policy, checks of continued suitability will be undertaken throughout the time a student/volunteer works with us. This will include:
    - Informal observations of practice
    - Review meetings with the supervisor
    - Annual self-declaration or Childcare Disqualification check
- If an individual does not work or volunteer within the academy for a period of longer than 3 months, then they will be removed from the academy's student/volunteer register. If the student/volunteer wishes to re-start their duties, with the academy's consent, this will trigger a new safer recruitment process to re-complete all relevant checks.

Guidance on supporting students/volunteers under 18 years

- Students/volunteers under 18 are recognised as children, and we have an equal responsibility to safeguard them while in our academy, in line with statutory safeguarding guidance.
- Children under the age of 16 cannot obtain a DBS. Children between the age of 16 and 18 are eligible for enhanced DBS, as per statutory guidance. For children aged 16+, the student/volunteer role must be assessed against DBS guidance to determine if an enhanced DBS, plus a Children's Barred List check in the case of regulated activity, is required.
- We will liaise with the child's school or further education provider to obtain copies of their safeguarding policy and key contacts so that any safeguarding concerns can be reported. We will request from a senior member of staff a character reference outlining the suitability of the child to work with younger children, and we will request any relevant information to ensure appropriate support is provided, i.e. SEND, health, safeguarding. This information will be shared, as required, with supervising staff.
- Children under the age of 16 will be fully supervised at all times, and indicated as such using the school's procedures, i.e. colour coded lanyard, while on school site. This will be made clear to them at induction.
- Supervision of children between the age of 16 and 18 will be assessed based on the role, completion of safer recruitment checks and their competence.
- Please see the appendix for a risk assessment covering students/volunteers under the age of 18.
- The student/volunteer agreement and code of conduct will be issued as part of induction.
- The DSL will deliver appropriate safeguarding training, proportionate to the age of the child and their role in school.

Policy Review

The Students and Volunteers' Policy will be reviewed by the Head of Safeguarding and REAch2 Executive **every three years** as per statutory requirements, or sooner, i.e. in the case of a relevant update to statutory guidance in Keeping Children Safe in Education.

Appendix - Student/Volunteer Agreement

Students and volunteers are an important and valued part of our work with children. We hope that you enjoy working with us and feel a full part of the academy.

This agreement tells you in brief what you can expect from us and what we would like from you.

This document sets out the agreement between the named person and the academy for student and/or voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.			
Name of Student/Volunteer			
Start date			
Day(s) and times attending			
General duties			
Induction completed by		Date of induction	
Name of supervisor			
Signed (student / volunteer)		Signed (HT / supervisor)	

Appendix - Student/Volunteers' Code of Conduct

Thank you for offering to assist at our academy.

We value the contribution you can make to our pupils' learning. This Code of Conduct sets out the guidelines that we expect all of our students/volunteers to follow. Please read through this document carefully before signing at the end to say you understand and agree to abide by its contents, then return the signed copy to the academy office for our records. We will take a photocopy to give back to you.

Students/Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

1. Supervision and deployment

1.1 You should be supervised by a member of staff at all times when working with pupils unless full safer recruitment checks have been completed by the Trust or evidenced by your training provider. Never work alone in a room with one pupil.

1.2 You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.

1.3 Parents of pupils will normally be asked to work in a class other than that attended by their child. If, however, a parent assists in their child's class and a conflict of interest arises, e.g. giving undue attention and support to your own child, or using the time to discuss your child's progress with the class teacher, then the academy has the right to ask the parent to reconsider their offer, or to terminate the student/volunteering agreement.

2. Professional Relationships

2.1 At all times you should maintain a professional relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.

2.2 Permission should be sought from a pupil before physical contact is made. Even if you know some of the pupils very well, you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.

2.3 Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle.

2.4 Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child, young person or adult that could be interpreted as inappropriate or provocative. Students/volunteers are in a position of trust with children and young people under 18 at the academy, and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.

2.5 Students/volunteers should use the staff toilet, never the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male students/volunteers should use a cubicle in public toilets.

2.6 If a pupil tells you something or you see something that concerns you this should be reported to the class teacher immediately. If you feel what has been disclosed and/or witnessed is a safeguarding concern which may be putting a pupil's welfare at risk, then this should be reported to:

a. Charlotte Hendrie (Designated Safeguarding Lead), or

b. Claire Freestone (Headteacher/Deputy Designated Safeguarding Lead), or

c. Becky Williams (Deputy Headteacher/Deputy Designated Safeguarding Lead.

Remember that you must not try to investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.

2.7 Behaviour management of the children is the responsibility of members of academy staff and should not involve students/volunteers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or issue punishments yourself.

2.8 You should act appropriately towards all pupils, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with your supervisor, or directly with the Headteacher.

2.9 If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to the Headteacher.

3. Setting an example

All students/volunteers at our academy should be positive role models to the children, so we expect you to:

3.1 Dress appropriately for the academy setting and the tasks and role you will undertake.

3.2 Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.

3.3 Never use inappropriate, offensive or abusive language whilst on the academy premises, even in the staffroom.

3.4 Never smoke or vape in the academy building or grounds as it is strictly prohibited to do so.

3.5 Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the academy's agreed policy.

3.6 Promote and follow the classroom rules.

3.7 Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip'/ sharing of information about staff, parents or pupils.

3.8 Never be under the influence of drugs or alcohol when in the academy.

4 Use of mobile phones, cameras and computers

4.1 Use of personal IT devices and mobile phones whilst in the academy is prohibited, except under exceptional circumstances where the prior agreement of the Headteacher or other senior leader has been obtained. If you need to use your mobile phone in an emergency whilst on the academy premises, please go to the academy office. Using the video or camera features of your mobile phone whilst on the academy premises is strictly prohibited.

4.2 The academy's ICT equipment and mobile phones may only be used in accordance with the academy's Acceptable Use of ICT and Mobile Phones Policy and should normally be used for academy purposes only.

4.3 The academy's photographic and video equipment may only be used by students/volunteers with the prior approval of the Headteacher or other senior leader.

5 Gifts and rewards

5.1 Personal gifts must not be given to pupils, nor should you give pupils any rewards not covered by academy policy. Students/volunteers must not accept gifts from pupils (other than small tokens at Christmas or as a 'thank you') without first seeking permission in writing from a member of the Senior Leadership Team.

6. Transporting pupils

6.1 If you are asked and agree to transport children to an event or other location in your own vehicle you should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. Insurance must be for business use and a copy of this must be provided to the academy office in advance of the trip. All passengers must wear seat belts and car seats must be used for children in accordance with current legislation.

6.2 The academy will ensure appropriate supervision for pupils whilst being transported; as a minimum, there must be one additional adult as well as the driver to ensure pupils are safely supervised.

6.3 It is inappropriate for adults to offer lifts to a child or young person outside their normal duties, unless this has been brought to the attention of the Headteacher or other designated person and has been agreed with the parents/carers.

7 Safety procedures

7.1 Students/volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all students/volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils.

Our main fire assembly point is the MUGA.

7.2 It is imperative that you sign in and out of the academy premises as directed by the academy. This helps us maintain an accurate list of the people on the academy premises in the event of a fire.

7.3 Please obtain a visitor's badge from the academy office upon your arrival, regardless of how well known you are to the pupils. Please remember to return the visitor's badge before you leave.

7.4 Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the academy premises at all times.

8 Educational Trips and outings

8.1 Students/volunteers who are accompanying pupils on educational trips or outings must be approved by the academy, and be subject to the normal checks and arrangements as outlined in the safer recruitment policy. Students/volunteers who are working with children on an academy trip overnight between the hours of 2am and 6am, who may have face-to-face contact with a child, are in regulated activity, and must have a valid enhanced DBS check with Children's Barred List.

8.2 Students/Volunteers should take particular care when supervising children and young people on trips and outings, where the setting may be less formal than the academy environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

9 Medical issues

9.1 The class teacher or your supervisor should inform you of any pupils who have relevant medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.

9.2 If a pupil requires medical attention, inform a member of staff immediately. They will get a qualified first aider to attend to the pupil. Untrained students/volunteers should not administer first aid except in an emergency.

10 If you are unable to attend

10.1 If you are due to help in the academy, but are unable to do so because of illness or personal circumstances, please inform the academy by ringing the school office on 01952 951200 as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our staff adjust their plans if they know your support is unavailable.

11 Confidentiality

11.1 All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of academy that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends or posting messages online about your experiences in our academy, e.g. on Facebook or via email. If other parents approach you for information, always explain that you are not allowed to discuss academy matters with them and ask them to speak with the class teacher or the Headteacher if they require further information.

12 Breaches to this Code

12.1 If the Headteacher believes that any of the above guidance and expectations has been breached, then it is at their discretion to instruct the individual to cease attending the academy as a student/volunteer.

12.2 We want all the people who work within our academy to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our academy site. If the Headteacher is concerned that events in your private life may affect the reputation of the academy and/or impact on the effectiveness and safety of those who work and attend our academy, they will instruct you to cease your support as a student/volunteer.

13 Policies

13.1 Upon agreeing and signing this 'Code of Conduct', you are agreeing to adhere to all the academy's policies and procedures. A list of policies you will need to read and sign prior to beginning work in the academy can be found in the student/volunteer policy. Further details about relevant policies can be found at the main office, on the academy website or by speaking to your supervisor.

14 Safeguarding training

14.1 Those students/volunteers that require a DBS check and meet the 'frequency and intensity' test will also need to attend academy safeguarding training prior to starting work in academy, and then attend subsequent updates on an annual basis.

14.2 For students/volunteers not requiring a DBS check and remaining supervised, appropriate safeguarding training will be delivered proportionate to the nature of the role being undertaken.

I have read and understood the contents of the 'Students/Volunteers Code of Conduct'. I agree to abide by the procedures and expectations for students/volunteers that are set out in this code.

Name: Signed: Date:

Risk Assessment Template			
Site / school name:	Lawley Village Academy		
Name(s) of person(s) covered by this assessment:	All individuals offering service as a student or volunteer		
Tasks and activities covered by this risk assessment:	All activities undertaken by a student or volunteer		
Equipment and materials used:	N/A		
Location(s) covered by this risk assessment:	Academy building and grounds, any trip location (as applicable)		
Name of person completing this risk assessment:	Charlotte Hendrie (DSL)	Date of completion:	September 2026
Risk assessment approved by:	Claire Freestone (Headteacher)	Date of approval:	September 2026
Date risk assessment to be reviewed by:	Annually	Risk assessment no:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
Inappropriate / unsafe conduct by student or volunteer due to lack of knowledge or experience in working in a school environment	Pupils might be harmed due to inappropriate or unsafe conduct by adults	• Safeguarding induction • Share and sign student / volunteer code of conduct • Allocation of supervisor • Supervision appropriate to the role and level of experience • No 121 working with chn	2	4	8	• Regular meeting with supervisor to review role and performance • Regular (minimum annual) safeguarding update training • Implementation of safeguarding policy for allegations/low level concerns in the event of	Supervisor DSL HT	Termly Annual (minimum) As required	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
						any incident indicating a risk of harm			
Not all safer recruitment checks are considered applicable due to the role being voluntary	Pupils might be harmed due to a lack of awareness about a potential risk of harm The academy and Trust might be harmed due to reputational damage	• Each volunteer's role to be assessed against statutory guidance using recruitment checklist to determine what checks are applicable • Enhanced DBS with Chn's Barred List check must be in place for anyone in regulated activity • (For students on a course of study) Review of safer recruitment information provided by training provider to ensure full compliance with statutory expectations • All evidence of checks to be retained in line with Trust guidance • Supervision appropriate to the role and level of experience – full supervision in place for anyone for whom insufficient checks have been undertaken • No 121 working with chn	1	4	4	HT to check, review and sign off all student / volunteer recruitment or agreements	HT	As required	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
Not all safer recruitment checks are applicable due to age (students under the age of 18)	Pupils might be harmed due to a lack of awareness about a potential risk of harm The academy and Trust might be harmed due to reputational damage	• Liaison with student's school/college to share any risks or concerns • For students age 16+, enhanced DBS with Chn's Barred List check must be in place if in regulated activity • All evidence of checks to be retained in line with Trust guidance • Supervision appropriate to the role and level of experience – full supervision in place for anyone for whom insufficient checks have been undertaken • No 121 working with chn	1	4	4	HT to check, review and sign off all student / volunteer recruitment or agreements	HT	As required	
Inappropriate use of facilities – i.e. toilets, mealtime spaces	Pupils might be harmed due to not having appropriate facilities	• Safeguarding induction, to include clarity on use of toilets, where to take breaks, etc • Share and sign student / volunteer code of conduct	1	4	8	• Regular (minimum annual) safeguarding update training • Implementation of safeguarding policy for allegations/low level concerns in the event of any incident indicating a risk of harm	DSL HT	Annual (minimum) As required	
Add any additional risks and control measures specific to your setting here									

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	**5**	**10**	**15**	**20**	**25**
Major	**4**	**8**	**12**	**16**	**20**
Moderate	**3**	**6**	**9**	**12**	**15**
Minor	**2**	**4**	**6**	**8**	**10**
Insignificant	**1**	**2**	**3**	**4**	**5**

Risk rating	Actions	
1-2	**No action**	No further action but ensure controls are maintained.
3-6	**Monitor**	Look to improve at next review or if there is a significant change.
8-12	**Action**	Review existing controls and make any improvements identified within a specified timetable.
15-16	**Urgent action**	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	**Stop**	Stop activity and take immediate action.