



Waverley School

Students and volunteers guideline document

Our vision



Challenging expectations and sharing success

Introduction

We welcome students and volunteers into Waverley school. We recognise that through our work with students and volunteers, we are fulfilling our inclusion role. As a result of a placement in our school students or volunteers have a much better understanding of our children and of all children with additional needs in our communities. Many of our previous volunteers are now employed as Teaching Assistants at our school and other local schools.

All our students and volunteers are requested to have a full (Disclosure Barring Service) DBS check before entering the school. Students on placement need a valid DBS from their college/university to be viewed by the Student and Volunteers co-ordinator before starting their placement, unless they are aged 14 to 16, in which case a DBS is not required but a declaration from their school will be obtained. Volunteers are also required to have 2 references from known professionals, before being accepted into school. Volunteers should present their ID on their first day of work.

We run an induction period for students and volunteers to attend before working with our children. This is run every half term for 2 hours. The induction consists of completing all the necessary safeguarding forms and declarations, collecting documentation for DBS checks, an overview of Waverley School, a health and safety induction, information on the communicative, physical and emotional needs of our pupils and a tour of the school. If the induction period is successful, all the necessary checks have been made and if all concerned think Waverley School is a suitable place, then a placement and period of volunteering can commence. Students accessing a placement are aged 14-16 (when completing a one week placement sponsored by their secondary schools), 16+ (when completing a placement as part of an A level or BTEC, sponsored by their secondary school or college, that could last up to 100 hours), over 18 (when completing a placement as part of a college course or teacher training). All volunteers are aged over 17.

Here are our guidelines to ensure a safe practice for all:

- Following the health and safety induction, students and volunteers must check with the staff in the classroom they are based in where the nearest fire exit is and the route to the assembly point in the front of the School. (Situated in each classroom is a fire procedure notice).
- If they are unable to come into School at any time they must ring 020 8805 1858 and leave a message stating which class they work in, and when they hope to return.
- Students and volunteers must not talk about the pupils in front of them, or about their families. Should students and volunteers have any questions about a pupil or another professional asks them something, then they are asked to move away from the pupil to a quiet area or talk about their query at the end of the day. STAFF ARE ASKED NOT TO TALK IN FRONT OF THE PUPIL WITHOUT INCLUDING THEM IN SOME WAY. The Person Centred Passports for further information on our pupils.
- Information about individual pupils will be given to students and volunteers on a 'need to know' basis.
- All our pupils are encouraged to be as independent as possible, and we ask that all staff encourage this. If physical support is needed when pupils are mobilising, students and volunteers may hold pupils by the hand or link arms, never by the wrist.
- Students/volunteers **do not assist** in the bathroom.

- During swimming sessions, students and volunteers may assist pupils getting changed with outer clothing, shoes and fasteners.
- Students/Volunteers should never leave a pupil in a buggy, wheelchair or stander without making sure all the straps are done up and the brake is on.
- Students/Volunteers are not allowed to be alone with a pupil, this includes taking the register and dinner list as well as being alone in a room, e.g. Soft Play
- Students/Volunteers are able to help collect pupils from the buses in the morning but should remain with a member of Waverley staff; this includes assisting pupils in wheelchairs.
- If students/Volunteers see any marks or bruises on a child or they are witness to any injuries taking place, they are requested **not to** question the pupil but tell a member of the classroom staff. We have designated safeguarding leads for safeguarding children who will be informed and may speak to students/volunteers.
- Students/Volunteers will always be shown how to move and handle pupils, if unsure they should ask staff.
- No student or volunteer will be asked to hoist unless they have been trained to do so. If they have an extended placement they may be invited onto a manual handling and hoist training session.
- Hands should always be washed after helping in the bathroom or any of the above situations and always before helping pupils eat and drink.
- All students/volunteers are expected to be willing to go swimming and need to have a costume and towel. If a student/volunteer is unable to do so they will need to make this clear at the start of the placement.
- Students/Volunteers are asked to be in their classrooms for 8.45am and the school day finishes at 3.45pm.
- Students/Volunteers are entitled to the same breaks as Waverley staff – 15 minutes in the morning and 30 minutes at lunchtime.
- If they leave the building, they must sign out using the electronic system and sign in on their return.
- Comfortable clothes and flat shoes or trainers must be worn. Clothing should be neat and tidy and midriffs covered.
- Any jewellery worn in school is done so at staff's own risk. School will not be held responsible for damage to jewellery. It is not recommended to wear long earrings or necklaces that can be pulled. Excessive rings can cause harm to pupils - staff should keep rings to a minimum.
- Facial piercing that involves rings should be covered while in school.
- Mobile phones must be turned off during work time. They cannot be used in class, corridors or public areas. They can only be used in the staffroom and designated areas. If students/volunteers are awaiting a call they can pass on the school's number (02088051858).
- Valuables can be kept in a lockable cupboard in the classroom

- We have a policy of positive behaviour support; some pupils have individual behaviour plans which include very specific strategies to be used. Students/Volunteers will be given guidance on this by their class teacher.
- In each department students/volunteers will be introduced to a member of staff who will look after them on a day to day basis, answer any questions or point them towards someone who can.
- If in doubt about anything, however small, please ask.

Golden Rules

Waverley's Golden Rules

- * Respect me as you would want to be respected yourself.
- * Talk to me, not over me.
- * Communicate with me in a way I can understand.
- * Listen to me.
- * Give me opportunities to make choices and decisions for myself.
- * Give me time to respond in my own way.
- * Give me realistic challenges and opportunities to achieve my potential.
- * Prepare me for change.
- * Help me to feel and stay safe.
- * If I find it difficult to cope, remain patient, calm, clear and consistent with me.
- * Try to understand me as I may not always respond as you would expect.
- * Enjoy learning with me

We appreciate all the help the school receives from students and volunteers – thank you.

October 2007

Amended: June 2013

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