



Volunteer and Work Experience Policy

Lawdale Junior School

Updated January 2021

View date for Policy: January 2022

1. Introduction

At Lawdale Junior School we value the work and contribution of volunteers and work experience placements in supporting the school in educating the pupils who attend. These guidelines have been drawn up to ensure the safety and wellbeing of the volunteer and work experience student (for the rest of this policy volunteers and work experience will be referred to as V/WES).

2. Application and references

V/WES should complete a school application form and references should be obtained before starting the placement. The final decision to take on a placement will be taken by the headteacher or deputy in the headteacher's absence.

3. Police Checks

All V/WES who are providing regular school support (+3 days within 30 days) will undergo a DBS check carried out by the school or organization providing the placement. This is standard practice and you must declare your police record as your placement falls under regulated activity (see KCSE.Gov)

For work experience placements under 18 the school does not require a police check as placements MUST be supervised at all times. As a DBS check will not be undertaken. A letter from the headteacher from the school/college they are coming from MUST be obtained to say the student is suitable for the placement. A letter from a Parent/Carer must also be obtained giving permission for the placement.

4. Health information

All volunteers must declare any health issues for example: epilepsy, finding stairs difficult, back problems.

5. Education Establishment Responsibility

We expect volunteers and students to be informed:

- Not to disclose any information confidential to the organisation without permission
- To obey all health, safety, security and other instructions given to them by school employees
- Of the appropriate dress code for their placement
- Sign an undertaking provided by the school to see that the student carries out these obligations.
- And to confirm in writing to the school that the V/WES is not suffering from any medical condition which will create a hazard either to the V/WES or to those working with him/her.

All V/ WES who work at Lawdale Junior School should read the induction for new staff information sheets and will sign the compliance form, regarding compliance with school policies and procedures. This will include Safeguarding, behavior and the fire safety policy.

6. Identification

All V/WES need to wear their visitors badge when working in the school. Please hand in your badge when you are asked and sign in at the start and finish of your day.

7. Personal Safety

As a volunteer, please be aware of your personal safety and the safety of others at all times. Please do not leave any valuables lying around in the building.

8. Reliability

As a V/WES, you have a responsibility to provide a service to the school. Please make every effort to be as reliable as possible. Please remember the following things:

- If you are unable to attend contact the Headteacher before 8.30 in the morning and explain why you will not be attending and the expected time you will be away if you are sick.
- If you are called away on an emergency, please let the class teacher know where you are and also the school.
- If you have a doctor/hospital appointment or you have to take another member of your family, please also let the school know.
- Always arrive on time. Time keeping is important and needs to be followed at all times.

9. Boundaries

The literal meaning of the word boundary is 'a barrier or marker which separates an object or space from another'.

The word 'boundary' is also used to signify or explain the level of depth and involvement in a relationship between two people. As a V/WES, you need to be aware that these personal and working boundaries are 'limits' in your relationship with the school to avoid you becoming too over involved.

If you are not sure about some things that may arise during your volunteering, ask a teacher that you are working with to clarify this at a time outside the classroom and convenient to you and the teacher. All volunteers must:

- Attend an initial training meeting with a member of the SLT
- Eat food or drink in the staff room only, unless it is part of a class activity eg cooking, class party.
- Follow the class instructions/directions of a teacher
- Follow classroom etiquette (this will be explained during your training meeting)
- Be quiet and listen when the teacher is talking to the class.
- Be tolerant of others religious views or political beliefs

Agencies must not be approached or advice given to parents or pupils.

It is expected that all V/ WES will have regular supervision. If you miss your supervision sessions your role as a V/WES may need to be reviewed. If you are worried about your role, please make a time to see the teacher who you are working with.

10. Confidentiality

All information that you have access to in the school is confidential and the sharing of all data about individual pupils and staff is protected under the Data Protection Act 1998. Volunteers should never talk about children or staff except with other professionals in the school.

You must not give your home address or home telephone number to pupils or parents. Remember there are some situations where you MUST pass on information or disclose information. What a pupil or parent may tell you is confidential but you must also inform a teacher. Some examples below may help you:

- If a pupil tells you they are being harmed or bullied or you have any other concerns please talk to the teacher you are working with, or ask to see the Headteacher in confidence. Do not approach their parents/ carers, even if you know them very well. This is the responsibility of school staff. Please also read the school's child protection policy.
- Even if you are worried about something a parent tells you or a child tells you must NEVER deal with the situation yourself.

You will have been given access to the school's behavior policy and child protection policy. These policies and procedures must be followed.

11. Health and Safety

The SMT will be responsible for ensuring that appropriate safeguards and controls are put in place to ensure the health and safety of students undertaking placements within the School. In particular, the following measures should be put into place:

- Risk assessment for each student to be discussed, completed and signed
- Ensure students do not work in any hazardous environment or carry out work of an objectionable nature for a young person and that they receive appropriate instruction before and whilst operating equipment.
- Appropriate arrangements will be made to ensure all students are aware of health and safety and they are fully briefed as to the duties, which they will be undertaking.
- Availability of first aid facilities.

12. Insurance Cover

All V/ WES are covered as any employee for the duration of the placement.

13. Problem solving

We all have problems from time-to-time. Hopefully most of them will be minor problems and resolved informally. Often they can be sorted out with an informal conversation between the teachers that you are working with. This can prevent things from escalating and can identify problems at an early stage. If you feel the situation has not been resolved, please speak to the Headteacher.

14. Refreshments

All volunteers and staff can bring in their own refreshments of their choice into the school. All volunteers can use the facilities in the staffroom on the ground floor where all food and drink should be stored. Please do not take hot drinks into any class.

15. Toilet facilities

Please use any of the adult toilet facilities. No adult/V/WES will use the children's toilets.

16. References for volunteers, obtained from Lawdale Junior School

People volunteer for all sorts of reasons. Some people volunteer for experience to help them find work. Most employers value experience with voluntary work. The teacher that you are working with will be able to give you a reference, if you have volunteered with us for over three months. This reference will also need to be seen by the Headteacher.

Appendices

Work Experience Application Form



Personal Details

Please note that wherever possible you will need to bring in photographic ID to confirm your identity

Forename:		Surname:	
Address:			
		Postcode:	
Telephone:		Date of Birth:	

Next of Kin:		Daytime Tel:	
School/College:		Telephone:	
Date of Work experience:		Area/Dept:	

Work Experience Candidates who are no longer in full time education

For those candidates who are no longer in full time education please provide the names and contact details of two references. These one could be a current or previous employer and not pre-prepared letters. Family members are not acceptable referees.

Reference 1				Reference 2			
Name:				Name:			
Job title:				Job title:			
Organisation:				Organisation:			
Work relationship:				Work relationship:			
Address:				Address:			
Postcode:				Postcode:			
Telephone:				Telephone:			
Email:				Email:			
May we Approach them at this stage?		Yes	No	May we Approach them at this stage?		Yes	No

Other Relevant Information

Please use this space to provide information in support of your application (continue on a separate sheet if necessary):

Individual, Parent and Teacher Agreement to Lawdale Junior School requirements

1. We place considerable importance on the need for attention to Health and Safety at work. You have the responsibility to acquaint yourself with the safety rules of the work place, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.
2. We also expect you to observe other rules and regulations governing the workplace which are drawn to your attention.
3. We fully support equal opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
4. There will normally be no payment for meals or travelling expenses. I have read and understood the above requirements.

Signed:**Date:****Please obtain the following signatures: (under 18yrs.)**

Parent/Guardian

I have read the Work Experience/Volunteers Policy and understood the requirements. I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which might create a hazard to him/herself or to those working with him/her. I give permission for my son/daughter to attend Lawdale Junior School. I confirm he/she is fit and healthy to work.

Placement Date from: _____ to _____ .

Signed:**Date:****School / College (if under 18yrs):**

I have read the Work Experience/Volunteers Policy and understood the requirements. I confirm that he/she is currently studying at _____. I give permission for _____ placement at Lawdale Junior School and will observe him/her during their visit.

Signed:**Date:**

Office Use:

- | | |
|---|---|
| ☐ Verification ID | ☐ References obtained |
| ☐ Certification – receipt of documents | ☐ All signatures and letters received. |