

Ls38Bs

June 2017



Graham Road, West Kirby, Wirral CH48 5DP

T: 0151 632 3449 F: 0151 632 1224

Email: office@wkgs.net

www.wkgs.org

Dear Parents/Carers

Your daughter/son/ward has expressed an interest in participating in voluntary work during Enrichment time. We are delighted that she/he has shown this enthusiasm and are pleased to provide details below where her/his services will be used.

Name of student: _____ Form: _____
Time: _____
Organisation and address: _____
Contact details: _____

Students must sign out of school at reception before travelling to their location. If they return during the school day students must sign back in.

In order to ensure that your son/daughter/ward arrives safely at their activity we request that they text or ring you once they reach their destination. If your son/daughter/ward is going straight home from volunteering, and a parent or Carer isn't at home, we also suggest that they contact you when they reach home.

Please read through the following expectations/policies and sign the reply slip below, along with your daughter/son/ward, as agreement.

West Kirby Grammar School- Expectations/Policies for Volunteering

Copy for students and their parents/Carers

The new volunteer co-ordinator is Mrs Lesley Smith

Email address: lsmith@wkgs.net

Telephone via the school office: 0151 632 3449

Reasonable expectations

Volunteers:

- Should be on time or, if delayed for reasons beyond their control, get in touch with the organisation.
- Should inform the organisation (if at all possible at least a week before) if they are unable to make a particular date e.g. because of an Inset day/holiday/or a school trip that falls during Enrichment time.
- Should inform the organisation if they are off due to illness on a day that they would usually be volunteering.
- Should meet mutually agreed expectations around the role, such as the amount of time the role is expected to take/the kind of tasks that should be carried out.
- Should fill out any paperwork (such as DBS forms) in the required amount of time so that they can move on within their placement and meet the requirements.

The organisation

- Should commit to provide a suitable induction (see policy 01)
- Should give volunteers any training necessary for the volunteer's role.
- Should treat volunteers in line with its equal opportunity policies.
- Should reimburse out of pocket expenses linked to items that they have asked students to buy for the organisation.
- Should implement good safeguarding/health and safety practice throughout the placement (see policy 02)
- Should inform the volunteer co-ordinator for West Kirby Grammar School (Mrs L Smith) if they have any worries or concerns about students from the school. This includes informing the co-ordinator about poor punctuality, lack of attendance or safeguarding issues.
- Should keep minimum details on volunteers - this will include a crisis contact and an individual school email address that should be used for correspondence.

If possible student volunteers should be covered by insurance policies (held by the organisation) while carrying out agreed duties.

If possible student volunteers should have a main contact person within the organisation to whom they can express any concerns/ask any questions.

Policy 01- suitable induction

A suitable induction needs to cover the following points:-

- Showing WKGS student the fire exits and the assembly point.
- Explaining the procedure to follow upon discovering a fire and informing WKGS students of the positioning of fire alarms.
- Information given on bomb alarms and the appropriate procedure (if different from the fire alarm).
- Showing WKGS volunteers appropriate welfare facilities (toilets, staffroom, etc.)
- Showing WKGS volunteers first aid facilities or informing them of who to see in case of any incidents which require first aid.
- Explaining who to tell if any equipment that they use is defective.
- If appropriate giving instructions for manual handling.
- Identifying personnel with key health and safety responsibilities, including safeguarding, whom WKGS volunteers should see if they have any questions or concerns. When appropriate this should include discussing procedures that take place if a client chooses to tell the volunteer about abuse they have suffered or are suffering.

Policy 02 - Good safeguarding/health and safety practice throughout the placement

- It is up to the person overseeing the volunteer from the organisation to decide whether the volunteer coming to them needs a DBS check. This choice should be made carefully through analysis of the GOV.UK websites which link to the Disclosure and Barring Service.
- Unless students have had a full DBS check they should never be expected to be alone in a room with a vulnerable adult or child/children unless the door is fully open and there is a member of staff nearby (near enough to see/hear what is happening).
- Within Primary Schools, students from WKGS, without a DBS check, should never be left in the classroom (during lesson time) without the teacher or another member of staff from the school.
- Even if students have had a full DBS check they should still be protected against complaints by having the door to a room with a vulnerable adult/child/children kept ajar and a member/members of staff nearby.
- Please ensure that individual students from WKGS are not left in a room, which cannot be seen into by the general public, or other staff with just one member from the organisation who has not had a DBS check.
- If the placement requires WKGS students (with a full DBS check) to be alone in a room (with the door closed) with a vulnerable adult/child/children then the person in charge should contact the

volunteer co-ordinator, before this happens. In negotiation with Mike Thomas (Senior Manager) a decision will be made to whether the placement is suitable. If the placement is deemed as being suitable then a contract, which protects the student and vulnerable adult/child/children, will need to be drawn up and signed by the Headteacher of WKGS and a parent/Carer of the student.

- Students need to be aware that anxieties or evidence relating to a client's personal safety/wellbeing should be kept in a confidential file and only shared with relevant members of staff.
- If students continue with their placement in the second year of the sixth form they should be reminded of key aspects covered in the induction.
- If students fail to respond to the regulations set out in the induction and/or the guidelines in the volunteers section of reasonable expectations then they should be spoken to about this and informed on how they could improve OR asked to step down from volunteering for this organisation. The volunteer co-ordinator from WKGS should be informed in both situations.
- Students and parents/Carers will take on responsibility to tell the volunteer co-ordinator straight away if an issue arises within the placement which goes against the policies/reasonable expectations. In most cases the student will stop volunteering at this organisation until the issues are dealt with.

Yours sincerely

L Smith (Mrs)
Enrichment Co-ordinator

✂.....

Please return slip to Mrs Smith (Enrichment) as soon as possible
Sixth Form - Volunteering

Student's name..... **Form**.....

Student response

I agree with the document above and promise to ensure that I meet the reasonable expectations and follow the guidelines of both policies. I understand that I can't start the placement until the organisation I am volunteering for returns their signed expectations/policies form. I do, however, understand that I am able to visit the venue to give them this form to read and sign before I start on my placement. I understand that the school is not responsible for any incident/accident or injury that might arise while I am off school premises during this time.

Signed.....

Date.....

Parent/Carer

I agree with the document above and with the statement that my daughter/son/ward has signed. I give my daughter/son/ward permission to volunteer. I understand that the school is not responsible for any incident/accident or injury that might arise while my son/daughter/ward is off school premises during this time.

Signed.....

Date.....

Parent/Carer name:.....

Emergency Contact details for parent/carers – name and number:

.....

Name of Organisation student is volunteering for:.....

Contact number of organisation:.....