

Ls37Bs

June 2017



Graham Road, West Kirby, Wirral CH48 5DP

T: 0151 632 3449 F: 0151 632 1224

Email: [office@wkgs.net](mailto:office@wkgs.net)

[www.wkgs.org](http://www.wkgs.org)

Thank you so much for giving our students the opportunity to volunteer. Kindly read this document and complete and return the confirmation slip below.

### **West Kirby Grammar School - Students volunteering during Enrichment time Expectations/ Policies**

Volunteer co-ordinator: Mrs Lesley Smith. Organisations can email: [lsmith@wkgs.net](mailto:lsmith@wkgs.net), or contact the school office by phone: 0151 632 3449. If you would find it easier contacting Lesley via text then please email her to ask for a mobile number- it is vital that you never disclose this to students.

#### **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 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 position 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 who to see in case there are 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/guardian 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 about the 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 at this organisation. The volunteer co-ordinator from WKGS should be informed in both situations.
- Students and parents/guardians 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.

L Smith (Mrs)  
Enrichment Co-ordinator

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**Please return this slip to Mrs L Smith as soon as possible at:  
West Kirby Grammar School  
Graham Road, West Kirby, Wirral CH48 5DP**

**Name of organisation:**.....

**Name of student(s) volunteering with yourselves:**.....

.....

**Signature:**..... **Date:**.....

**Name of person signing:**.....

I sign to confirm that the organisation agrees with the policies/expectations

Do you have an insurance policy for volunteers?

**Please circle: YES NO**

**If yes, please provide the company name:**.....

Who is the main contact person within the organisation for the student(s)?

.....

Please provide a phone number for the main contact:.....

Please give details of any other method of contact that would be suitable e.g. email address:.....

**Telephone number:**.....

**Email address:**.....

*(please print clearly)*