

THE IONA SCHOOL & NURSERY

Volunteer and work experience policy and procedure

(Revised Sept 2018)

This policy is prepared using the DfE Sept 18 publication “Keeping children safe in education. Statutory guidance for schools and colleges”

The school receives numerous requests for work experience and volunteer placements and acknowledges the benefits that such placements can offer: it is a way in which people can sample the professional values, social interaction, daily routines and demands that typify a job based in school. In addition to the benefits that they derive, people on placements can also offer a positive contribution to the school. Their enthusiasm and practical help can add interest to classrooms and support learning in a practical manner.

It is important that the number of people who are on work experience in the school does not become intrusive. Neither should work experience be to the detriment of our pupils' care and education.

THERE ARE NO VOLUNTEER OR WORK EXPERIENCE PLACES IN THE EARLY YEARS ACROSS NURSERY AND KINDERGARTEN

Obtaining a placement

Before any offer can be made, or dates discussed, we must receive an application form, this must be fully filled out before it can be considered by the college of teachers and the School manager.

We will then decide which candidate will be most suited and obtain references.

If these are satisfactory an offer will be made subject to a clean DBS being obtained at the volunteers cost.

Offer of a Placement

Any agreement to provide work experience will be after consideration of the following criteria:

- The teacher /nursery manager is happy to accept a student
- The additional adult presence would not hinder the smooth running of the class
- The appropriateness of the request
- The volunteers aptitude in an interview
- Once the school has agreed to offer a placement, we will inform the volunteer/student in writing, this will usually be in email format.
- The student would be expected to contact school to arrange an interview, which would include an induction briefing and the filling out of a volunteer details form.
- If the school/nursery, following this interview, feel that the volunteer is not suitable, the offer will be withdrawn.
- No volunteer may come to the school without following the appropriate steps outlined above.
- We would also expect, during their induction that the volunteer understands the following and shows a commitment to upholding a good, safe working procedure.

- 1) Our commitment to safeguarding
- 2) Our whistle blowing policy
- 3) Our health and safety policy
- 4) Our fire procedures
- 5) Our code of conduct

If you wish to volunteer at the Iona School/Nursery please ensure that you follow the below steps

- 1) Obtain a volunteer application pack
- 2) Fully read and understand all the policies within this pack
- 3) If you still wish to proceed, fill in the application form and return this to the school, ensure you include an email address
- 4) If we email you to say your application is successful, ensure that you arrange an interview date, or accept the one we offer.
- 5) Bring two forms of photo I.D to the interview
- 6) If a firm offer of a placement is given, ensure that your DBS form is fully completed and returned, with the £15.00 fee allowing at least 4 weeks for return of this.
- 7) Once you have your DBS certificate, bring this into the school/nursery in order for your placement to be fully confirmed and recognised.
- 8) you will then fill out the appropriate forms and undergo an induction

If you already have a DBS certificate, you can register with the governments DBS update service. This allows us and any other prospective employer to check your DBS certificate and any additions to this.

We will accept this instead of starting a new application. However, we will not accept a DBS from another institution.

Issue date

This policy takes effect from June 2014

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

| | |
|-----------|-------------------------------------------------------------------------------------|
| Name: | Mr Martin Taylor |
| Position: | Iona School Trustee |
| Signed: |  |
| Date: | 07/08/201 |

Related policies

- Safer recruitment
- DBS policy
- safeguarding