



Policies & Procedures: Volunteer Policy & Procedure



# Volunteer Policy & Procedure

Reviewed by Business Manager/SMT:

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## **VOLUNTEER POLICY & PROCEDURE**

This policy is prepared using the DfE September 2016 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.

### **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 SMT.

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 and List 99 (children's barred list) being obtained.

### **Offer of a placement**

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

- The teacher 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 the school to arrange an interview, which would include an induction briefing and the filling out of a volunteer details form.
  - If the school/kindergarten, following this interview, feel that the volunteer is not suitable, the offer will be withdrawn.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



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3. Our health and safety policy
4. Our fire procedures

#### **If you wish to volunteer at Bristol Steiner School please ensure that you follow the steps below**

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 ID to the interview
6. If a firm offer of a placement is given, arrange a convenient time with the School Business Manager to complete your DBS application on line
7. Once you have your DBS certificate, bring this into the school/kindergarten in order for your placement to be fully confirmed and recognised.

If you already have a DBS certificate, you can register with the governments DBS update service. This allows us and other prospective employers 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.

#### **Related Policies**

Safer recruitment  
DBS policy

September 2016 SMT