

September
2017

Volunteers Policy & Practice 2017

Whole School

Contains information on School placements



INTRODUCTION

We appreciate that volunteers come into School for a variety of reasons, from parent helpers to people hoping to return to the working environment and in need of experience. We endeavour to address all the needs of our volunteers and, where appropriate, some training may be available to facilitate and maximise their role. This experience can lead to a volunteer deciding whether or not they wish to pursue a certain career and our staff are always willing to give volunteers as much information as possible about their work and the necessary qualifications and training. With this in mind Stanley School will attempt to place volunteers in classes appropriate to them and will provide opportunities for as many volunteers as is feasible in a small school. Volunteer placements are made equally available irrespective of academic ability, race or gender. When required, the School endeavours to:

- Guide volunteers in their personal and social development.
- Structure the placement to allow volunteers, who would return to the workplace, the opportunity to meet new learning objectives, to practice key skills and, if appropriate, help lead them to further qualifications.

The school requests that all volunteers make contact before attending the placement, usually by visiting to identify that the placement is suitable. The named contact is Ceely Maxwell.

An informal interview is required, and an application form will need to be completed, giving the details of two referees, preferably at least one will be from a referee whom you have worked with in the past in the childcare or education system. Volunteers will not be allowed to start their placement without a completed DBS certificate through Wirral Authority and receipt of references.

STANDARDS OF BEHAVIOUR AND APPEARANCE

Whilst in School, volunteers are expected to behave in a reasonable manner. They should be presentable in appearance and wear comfortable shoes.

SMOKING

Volunteers are NOT permitted to smoke anywhere on School grounds.

HEALTH AND SAFETY

Health and Safety information is available from the School Business Manager who will induct all new volunteers and distribute appropriate information. Volunteers are expected to act in a responsible manner, especially with pupils and to adhere to all safety regulations.

FIRE REGULATIONS AND PROCEDURE

The Business Manager will explain fire procedures upon induction. Fire alarms are tested once per term.

FACILITIES

Volunteers have permission to use the staff room facilities.

CONFIDENTIALITY

During the placement volunteers may have sight of confidential information regarding pupils, parents or professionals. On no account should such information be divulged to anyone else.

SUPERVISION

The volunteer will be responsible directly to Ceely Maxwell, class 7, or, in her absence, a member of the Leadership Team. Any queries or requests should be channelled through Ceely.

BEHAVIOUR

Staff at Stanley School are trained in supportive holding techniques, a recognised system to physically implement positive handling strategies. Students are not to attempt implementing any physical intervention during behaviour as they are not trained. This includes supporting the physical needs of our pupils, e.g.

- Lifting pupils
- Putting pupils into the pool
- Changing pupils
- Dealing with medical issues or accidents

If you have concerns regarding physical aspects within Stanley School, please contact Ceely Maxwell for advice.

MONITORING EVALUATION AND REVIEW

Stanley School will continually monitor, evaluate and review this policy. Monitoring will assess whether any programmes are being effectively implemented. Evaluation will measure whether programmes/ resources/ strategies are effective and identify changes that need to be made.