

Eastbrook School



Policy for the Supervision of Volunteers and Work Experience in School

Eastbrook School offers opportunities for experiential placements after candidates have participated in a successful interview and provided all necessary paperwork/documents.

The Business Manager will ensure that volunteers complete an application form, and that all paperwork including references are provided.

It will be the responsibility of the Headteacher to ensure a member of staff is assigned to supervise and mentor the volunteer/work experience placement. Placement in the school will depend upon the candidate's ability and suitability as well as certification and/or qualifications.

Subject supervisors (usually Heads of Department) shall ensure that:

- Volunteers under the age of 16 will be placed only if they are a part of the LA work experience programme.
- Volunteers give freely of their time and are not rewarded through monetary incentives. In return for a volunteer's valuable time, Eastbrook School will provide ongoing training in their speciality area, recognition and support;
- Work Experience students and volunteers are not counted in the staffing ratios;
- No child shall be supervised by a person under 18 years of age;
- Volunteers and students are required to follow the School policies and practices.
- All volunteers/work experience students are taken through the Safeguarding and Child Protection policy and are required to prove their understanding and agreement to follow it to the best of their ability;
- This policy is reviewed with new employees before they begin their employment and at least annually afterwards.

Expectations of Volunteers

The following is a list of items that need to be provided before the first day of all placements:

Criminal Record Check (does not apply to high school students under 16 years of age)

Photographic Identity (passport or Driving License)

The name and phone number of at least one emergency contact

A letter of introduction with a current picture to post at the centre

Any certifications or letters of reference