

Introduction

This policy outlines the protocols for arranging community volunteer work in the Sixth Form at The Peterborough School (TPS); clarifying the expectations of and on the Host Organisation organisations, the Sixth Form students and their parents/guardians.

Volunteering

All parents/guardians of Lower Sixth students receive a letter from the Director of Sixth Form at the beginning of the Autumn Term regarding the School's commitment to supporting students' volunteering activities (see Appendix A). Students receive information from School regarding particular volunteering opportunities as appropriate. In the first instance the School has subscribed to a national volunteering platform called V-inspired (<https://vinspired.com/>).

Sixth Form pupils complete a Sixth Form Volunteering Agreement form at the start of each academic year. This form, which is retained by school, lists the details of the placement, supervisor and the dates and times of activity. The pupils sign to say that they will attend regularly, will follow instructions and adhere to the rules and regulations of the placement as described and will contact the supervisor in advance if they are unable to attend.

A parent/guardian of the pupil also signs the Sixth Form Volunteering Agreement form giving permission for their son/daughter to take part in the specific activity named on the sheet and to travel to and from the placement in the way described by the pupil. The form is then retained by School.

In the case of an off-site activity, school contacts the host organisation and requests that they complete the relevant paperwork (Appendix C). Before the activity commences, School must have received from the host organisation a completed Volunteer Participation Description, a Community Host Organisation's Insurance and Health and Safety Confirmation form and a Risk Assessment covering the activities to be undertaken by the pupil.

A copy of the Volunteer Participation Description is made available to the pupil, either by the placement provider or the school, as agreed.

Travel arrangements for journeys to and from off-site activities which take place during the school day are considered with regard to School's risk assessments.

School provides risk assessments where appropriate for all on-site activities.

Pupils attending off-site volunteering placements will be required to complete the attendance sheet in their student planner which will need to be signed and routinely checked by form tutors.

Pupils are expected to log their completed volunteering hours on to the TPS area of the V-inspired website (<https://vinspired.com/schools/peterborough-school>)

Expectations appropriate to different types of placement

Placements fit into five categories:

1. Community volunteering at TPS
2. Community volunteering off-site (organised jointly by TPS and the Host).
3. Community volunteering off-site (organised through an external provider).
4. Volunteering activities taking place during the school day and organised independently by the pupil.
5. Volunteering activities taking place outside the school day and organised independently by the pupil.

The following expectations are appropriate:

1) Community Volunteering at TPS

- At the start of the academic year, pupils are informed by the Head of Sixth Form of opportunities to volunteer for activities in different areas of the School.
- Pupils are directed to the relevant member of staff and instructions/specific responsibilities, which will also be detailed on the Volunteer Participation Description, are given to students by the Head of Sixth Form. This induction will include a review of the risks associated with the placement and any necessary briefing and training.
- Risk assessments cover the specific activities to be undertaken.

2) Volunteering off-site (organised jointly by TPS and the Host)

- The host organisation requires volunteers. School writes to the host with the appropriate paperwork (Appendix C).
- Young Person's Risk Assessments from the host are also required.
- The host organisation determines the need to make DBS checks on volunteers, and prior to their start should check the Childrens Barred List. We cannot, and do not, insist that DBS checks are done or complete before the placement commences, but putting the check in progress is strongly recommended.
- The pupil and parent/guardian signs the TPS Volunteering Agreement Form (Appendix B) relating to that placement. This form is then retained by school.
- Travel to and from placements is considered with regard to School's risk assessment.

3) Community Volunteering off-site (organised through an external provider).

- Volunteering opportunities will only be sourced through a reputable organisation: V-Inspired as detailed above
- The external organisation ensures all the relevant policies and procedures are in place with the Host i.e. Insurance, Health and Safety, Risk Assessments and DBS checks.
- The host organisation determines the need to make DBS checks on volunteers.
- The pupil and parent/guardian signs the TPS Volunteering Agreement Form (Appendix B) relating to that placement. This form is then retained by school.
- Travel to and from placements is considered with regard to School's risk assessment.

4) Volunteering activities taking place during the school day and organised by the pupil

- The pupil is required to submit a letter from a parent/guardian outlining the details of the activity and requesting leave of absence if necessary, although it is expected that any such activities would take place during the students' study periods.
- School writes to the host with the appropriate paperwork (Appendix C).
- Young Person's risk assessments from the host are also required.
- The host organisation determines the need to make DBS checks on volunteers, and prior to their start should check the Children's Barred List. We cannot, and do not, insist that DBS checks are done or complete before the placement commences, but putting the check in progress is strongly recommended.
- The pupil and parent/guardian signs the TPS Volunteering Agreement Form (Appendix B) relating to that placement. This form is then retained by School.
- Travel to and from placements is considered with regard to School's risk assessments.

5) Volunteering activities taking place outside the school day and organised by the pupil

- School has no responsibility for any such activities but pupils are expected to update their V-Inspired profile so that their commitment can be recognised appropriately.

Informing parents/guardians and pupils

- This policy appears on the school website. Sixth Form students are briefed in the early weeks of the Lower Sixth and the basic process appears in Sixth Form curriculum booklets.
- Each year a letter is sent to parents/guardians by the Headmaster to outline the nature and purpose of the TPS Volunteering Programme, draw attention to the policy on the School website and to invite parents/guardians to the annual senior school awards evening which will include the presentation of awards for community volunteering.
- A draft letter forms Appendix A of this policy.

Appendix A – Letter to Parents/Guardians

Sixth Form Volunteering at TPS

The Peterborough School is committed to encouraging Sixth Form students to take an active role within the school through various roles of responsibility and, out in the wider community by taking part in volunteering. Volunteering helps pupils to develop leadership, organisational and communication skills in preparation for the opportunities and challenges ahead.

All students in the Sixth Form are expected to take part in the TPS Volunteering Programme. Students choose from a range of volunteering opportunities organised online through V-inspired (<https://vinspired.com/schools/peterborough-school>), and are allocated time within their timetable to take on the various activities. These may include service within the School, with other local schools, through voluntary agencies and in ways they have organised themselves, through family or friends. If a pupil decides to work with an external organisation they will be required to complete a TPS Volunteering Agreement Form which you will also be asked to sign to approve of the activities. The policy and processes we follow for Community Volunteering work can be found on the school website at <http://www.thepeterboroughschool.co.uk/>.

These procedures ensure that the appropriate checks are made for each placement. Please note that for some activities outside school, the host organisation may require students to be DBS checked, which the host will be responsible for arranging.

Over the course of the year, pupils will be expected to log the hours that they have contributed to their voluntary activity in order that their achievement may be recognised appropriately.

To celebrate the success of our pupils, the national V-Inspired volunteering awards and a new Volunteering award will be presented at Senior School Speech Day held in the Autumn Term. Additionally, every Sixth Form student who has volunteered will be presented with a certificate acknowledging the hours they have put in and their contribution to the community.

Yours sincerely

Mr A Stroud
Director of Sixth Form

Appendix B – Volunteering Agreement Form**Date: September 2017**

Dear Sixth Form Pupil

TPS Volunteering Agreement Form

As a volunteer, you are agreeing to attend your volunteer placement regularly, follow instructions and adhere to the rules and regulations of the placement as outlined on the Volunteer Participation Description for your placement. If you are not able to attend for any reason, you are obliged to contact your supervisor at your voluntary organisation, in advance.

It is important that you obtain consent from your parent(s)/guardian(s) for your voluntary work and for your travelling arrangements to and from your placement. Please complete the following information and return the signed letter to school as soon as possible so that the activity may commence.

Name:

Form:

Placement Name:

Placement Address:

.....

Placement Telephone Number:

Placement Supervisor:

Position:

Time/Day of Placement:

Duration:

Start Date of Placement:

Travel Arrangements:

Signature of Pupil:

Date:

Parental Agreement:

I give permission for my son/daughter to participate in voluntary activity at the above named organisation during school hours and to travel to the placement as indicated against "Travel Arrangements" above.

Signature of Parent/Carer.....***Date:******Please print name:***

Appendix C – Paperwork to be sent to/completed by Host Organisation (5 pages)

Volunteering Activity at (name of Host Organisation)

Dear

We should be grateful if you would complete and return to me the enclosed forms, namely:

- Volunteer Participation Description,
- Volunteer Host - Joint Statement of Intent,
- Volunteer Host's Insurance and Health and Safety Confirmation form.

We would also appreciate your co-operation in carrying out a 'risk assessment' of the proposed activities to be undertaken by the pupil(s).

As you will appreciate, we have a duty of common care in placing pupils for such activities, but what we do not have is your understanding and experience of the health and safety issues associated with your organisation.

You will be aware that, once the placement has started, your organisation will be responsible for the health and safety and welfare of the pupil(s). When deciding on the range of tasks available, you may feel that some activities or work areas constitute an unnecessary risk. If the person arranging the placement has any concerns, please contact us.

The School recognises that the arrangements regarding such placements may involve the organisers in considerable work and is extremely grateful for your co-operation in this matter.

Once we receive the completed forms and risk assessment, we shall organise for the placement to commence.

Yours sincerely,

Mr A Stroud
Director of Sixth Form

Volunteer Participation Description

Name and address of company/organisation:

Telephone number (including extension.):

Email address:

Contact's name:

Professional title/position:

Description of volunteer work to be undertaken:

Note: TPS pupils must not be left without the supervision of an appropriate adult.

Date of commencement of volunteering placement:

Daily starting time:

Finishing time:

Description of working environment:

The student will be working within a group of approximately people

Any special requirements (i.e. visit prior to placement):

Health: Is it undesirable for a student with particular health defects to take part? If so, please specify:

Following the risk assessments undertaken for this volunteering placement, please indicate any activities in which the student will not be allowed to participate:

.....

Signed: Date:

Volunteer Host Organisation Joint Statement of Intent

TPS and the Host Organisation jointly understand and accept the following statements concerning volunteering programmes which they will undertake:

The Community Host Organisation

1. The Host Organisation will plan meaningful work for the student to undertake during his/her placement and will provide a description of activities to be undertaken. The Host Organisation will arrange for the student to be properly supervised and take into account issues of Child Protection and Safeguarding. The Community Host Organisation will observe all applicable legislation, acts and statutes.
2. The Host Organisation will include the pupil as if he/she were an employee in the organisation's Employer Liability Insurance Policy provided under the Employer's Liability (Compulsory Insurance) Regulations 1998. The Employer is also responsible for notifying, where it is considered necessary, the organisation's insurers of the placement details.
3. The Host Organisation will also cover the student in a Public Liability Policy against claims for damages to property and injury to persons arising out of his/her work for the Community Host Organisation.
4. The Host Organisation will inform the school of any medical considerations which could affect the student's safety during the placement. The school will inform the Community Host Organisation about any known medical conditions that may affect the student's safety during the placement.
5. The Host Organisation will inform the student about risks to his/her health and safety as identified by the Community Host Organisation's young person's risk assessments and the measures put into place to control them. The Host Organisation will provide the student with the appropriate information, instruction, training and adequate supervision. The initial briefing will cover at least those matters contained in the attached checklist.
6. The Host Organisation will ensure that the student is not required to operate any dangerous machines, engage in any hazardous activity or to carry out work of an unsuitable or objectionable nature. The Community Host Organisation will not permit the student to do work which is prohibited by law.
7. The Host Organisation will supply any special or protective clothing or equipment required for the student whilst performing the work, and will ensure it is correctly worn/used.
8. The Host Organisation will observe restrictions in the number of hours worked and other working conditions relating to the employment of young persons as defined in statutory legislation. The student will not be allowed to work outside the hours stipulated in the job description.
9. The pupil will not receive any payment for the work, but the Host Organisation may pay the pupil the additional costs of travel and meals.

10. In case of accident or sickness, the Host Organisation will notify The Peterborough School by telephone, and without delay, and the pupils' home if a telephone number is given. The pupil will be allowed to use whatever first aid facilities the Host Organisation provides.
11. A member of The Peterborough School will have reasonable access to the pupil during their volunteering placement.

I confirm that I have read this Joint Statement of Intent and that all the points are acceptable to me.

Name

Professional Title

Organisation

Signature

Date

Volunteer Host Organisation's Insurance And Health & Safety Confirmation

Name of Organisation

I confirm that this company has insurance cover currently in force to meet any liabilities to either company employees or other third parties arising from a volunteering/community action placement and that our/my insurers have been notified of the volunteering arrangements.

Please complete the details in the boxes below and/or send a copy of the most recent policy.

a) COMMUNITY HOST ORGANISATION'S LIABILITY POLICY
Name of Insurer:
Renewal Date:
Indemnity Limit :
b) PUBLIC LIABILITY INSURANCE
Name of Insurer:
Renewal Date:
Indemnity Limit:

Health & Safety

Please confirm that your company/organisation:

Has a written Health & Safety Policy	Yes/No
Has completed a suitable and sufficient statutory young person's risk assessment and that risk control measures are in place	Yes/No
Will provide on the first day training in any safety precautions which apply to the type of work that a pupil is undertaking	Yes/No
Will provide a work induction programme on the first day	Yes/No
Will provide protective clothing and equipment where appropriate	Yes/No
In the event of an accident will record the incident in an Accident Book or suchlike and notify the School immediately	Yes/No
Will ensure that the pupil on placement will have a named placement supervisor	Yes/No

Name

Professional Title

Organisation

Signature

Date