



# **SIXTH FORM VOLUNTEERS POLICY**

Policy written November 2009  
Reviewed: Autumn 2022

# **BOLTON SCHOOL SIXTH FORM VOLUNTEERS POLICY**

## **Purpose**

This policy outlines the protocols for arranging community volunteer work in the sixth form for all parts of the foundation, clarifying the expectations of and on the partner organisations, the foundation, the Sixth Form students and their parents.

## **Protocol**

- All parents of Sixth Form students receive a letter sent jointly from the Head of Foundation and Head of Community Action at the beginning of the Autumn Term regarding school's commitment to supporting pupils' volunteering activities (see Appendix A). Students receive information from school regarding particular volunteering opportunities as appropriate.
- In the case of an onsite activity Sixth Form students complete a Community Action Agreement Form (Appendix B) before commencement of each volunteering activity that occurs in school time. This form, which is retained by school, lists the details of the placement, supervisor and the dates and times of activity. The student signs to say that he/she will attend regularly, will follow instructions and adhere to the rules and regulations of the placement as described on the Community Participation Description (part of Appendix C) and will contact the supervisor in advance if he/she is unable to attend.
- A parent of the student also signs the Community Action Agreement Form giving permission for their daughter/son 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 student. The form is then retained by school.
- A copy of the Community Participation Description is made available to the by the school.
- In the case of a group off-site activity, where transport is arranged by Bolton School, 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 Community Participation Description, a Community Partner's Insurance and Health and Safety Confirmation form and a Risk Assessment covering the activities to be undertaken by the student. Examples include volunteering at Devonshire Road School, Darcy Lever Gravel Pits, LWT, All Souls Church and The Triangle Cafe.
- 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 Assessment.
- School provides Risk Assessments where appropriate for all on-site activities.
- For all voluntary activities, students are either given an attendance sheet or use the monthly Google Form Survey with details of the number of hours they have contributed to their voluntary activity, outlining their role and responsibilities, including details of their learning experience and photographic evidence, in order that their achievement may be recognised appropriately.

## **Expectations appropriate to different types of placement**

The placements fit into four categories:

- a) Community Action in Bolton School (organised by Bolton School) – e.g. at Beech House, the Girls' and Boys' Junior Schools, at the Nursery.
- b) Community Action off-site (organised jointly by Bolton School and the Host) – e.g. at Devonshire Road School, Darcy Lever Gravel Pits, LWT, The Triangle Cafe and All Souls.
- c) Volunteering activities taking place outside the school day and organised independently by the pupil.

The following expectations are appropriate:

### **a) Community Action in Bolton School (organised by Bolton School)**

- At the start of the academic year, pupils are informed via the Heads of Sixth Form/ Head of Community Action of opportunities to volunteer for activities in different areas of the school as a whole. Appropriate activities are determined in consultation with the staff of those areas.
- Students are directed to the relevant member of staff and instructions/specific responsibilities, which will also be detailed on the Community Participation Description are given to pupils by the Head of Community Action. This induction will include a review of the risks associated with the placement and necessary briefing and training.
- The student and parent signs the Bolton School Community Action Agreement Form (Appendix B) relating to that placement. This form is then retained by school.
- Risk Assessments cover the specific activities to be undertaken, and include consideration of the journey to the activity where appropriate. For some activities, it is necessary for students to cross a road (ie Dobson Road, in order to gain access to the Nursery or Beech House).
- There is no requirement for a DBS check for on-site activities.

### **b) Community Action off-site (organised jointly by Bolton School and the Host)**

- The host organisation requests volunteers. School writes to the host with the appropriate paperwork (Appendix C).
- The host organisation agrees to complete a Young Persons Risk Assessments for the volunteering activity.
- 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 student and parent signs the Bolton School Community Action 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.

**c) Volunteering activities organised by the pupil in their Exeat time or own time.**

School has no responsibility for any such activities but still expects students to update the register held in school so that their commitment can be recognised appropriately. The school would recommend Parents, as part of their own due diligence, check that the organisation has Public Liability Insurance which would cover you for the volunteering activity, that the activities are risk assessed and that there are appropriate safeguarding measures.

**Informing parents and students**

This policy appears on the school website. Sixth Form students are briefed in the early weeks of Year 12 and the basic protocol appears in Sixth Form handbooks. Each year a letter to parents is sent by Foundation Head to outline the nature and purpose of the community action scheme, draw attention to the policy on the website and to invite parents to the summer Community Action Celebration. A draft letter forms Appendix A of this policy.



## Sixth Form Community Action

As a Foundation we are committed to encouraging our Sixth Form students to take an active role in their local community through service in a number of different ways. During the Sixth Form they will be introduced to a range of opportunities to be involved in service within school, with other local schools, through voluntary agencies and in ways they have organised themselves, through family or friends.

When the activity is arranged in school time, students will complete a Community Action Agreement form which you will also be asked to sign to approve of the activities. The policy and protocols we follow for Community Action work can be found on the school website at [www.boltonschool.org](http://www.boltonschool.org), under Sixth Form downloads. These procedures ensure that the proper checks are made for each placement, and that you are aware of your responsibilities in the process. Please note that for some activities outside school, the host organisation may require pupils to be DBS checked, which the host will be responsible for arranging.

Over the course of the year, pupils will be expected to complete a log of the number of hours they have contributed, description of their involvement and photographic evidence of their voluntary activity in order that their achievement may be recognised appropriately.

To celebrate the success of our pupils, we will host an Awards Evening for the most dedicated volunteers. The awards will be presented by a guest speaker and there will be a chance to see and hear about some of the projects that have been undertaken. Every Sixth Form boy and girl who has volunteered 20 hours or more will receive a certificate acknowledging the hours they have registered and their contribution to the community.

If you have any questions about the process or perhaps could offer a voluntary placement for us to use, please do not hesitate to contact us.

Philip Britton  
Head of Foundation

Sophie Entwistle  
Head of Community Action

Dear Sixth Form Student



**Bolton School Community Action Agreement Form**

Thank you for volunteering to take part in the School’s Community Action programme. 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 Community 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.

**Agreement Form for Community Action Placement – Parental Consent**

**Please complete this form BEFORE starting any volunteering activity that takes place within the school day and requires you to leave senior boys/girls division. Return to Mrs Entwistle**

Student’s Name			
Nature of volunteering activity			
Start Date		Finish Date	
Day and time of volunteering activity (Week A)	Day	time: from	until
Day and time of volunteering activity (Week B)	Day	time: from	until
Name of organisation			
Address of organisation			
Telephone number of organisation			
Name and contact details (telephone number and/or email address) of contact person at Organisation			
Method of transport to and from organisation			
You are advised to carry a mobile phone with you for the duration of your placement and journey to and from the organisation. Please state your number.			
Have you considered what you would need to do in the case of an emergency, eg whilst travelling to/from the placement OR whilst at the Organisation?		Yes	No*
List of contact details which you could use in the event of an emergency.	1. 2.		

\*See Mrs Entwistle

Signature of Student ..... 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 above.

Signature of Parent ..... Date .....



**Volunteering Activity at (name of Host Organisation)**

Dear

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

- Community Participation Description,
- Community Partner - Joint Statement of Intent,
- Community Partner's Insurance and Health and Safety Confirmation form.
- Provide a copy of your Health and safety Policy
- Provide a copy of your Public Liability Insurance
- Provide a copy of the Risk Assessment for the volunteering Activity

We would also appreciate your co-operation in carrying out a 'risk assessment' of the proposed activities to be undertaken by the student(s). As you will appreciate, we have a duty of common care in placing students 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 student(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. Bolton School is of course more than willing to support with any of the above. Once we receive the completed forms and risk assessment, we shall organise for the placement to commence.

Yours sincerely,



Philip Britton  
Headmaster



Sophie Entwistle  
Head of Community Action

**COMMUNITY PARTICIPATION DESCRIPTION**



Name and address of company/organisation:

.....

Telephone number (including extension.): ..... Email address: .....

Contact's name: ..... Professional title/position: .....

Place and person (if different from above) to whom student should report on arrival:

.....

Description of volunteer work to be undertaken:

Note: Bolton School Pupils must not be left without the supervision of an appropriate adult.

Dates of volunteering placement: from: ..... to: .....

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, DBS checks):

.....

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: .....

Bolton School, Chorley New Road  
Bolton, BL1 4PA  
Tel: 01204 840201

## COMMUNITY PARTNER - JOINT STATEMENT OF INTENT



Bolton School and the Community Partner jointly understand and accept the following statements concerning volunteering programmes which they will undertake.

### The Community Partner

1. The Community Partner will plan meaningful work for the pupil to undertake during his/her placement and will provide a description of activities to be undertaken. The Community Partner will arrange for the pupil to be properly supervised and take into account issues of Child Protection. The Community Partner will observe the relevant legislation laid down in the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Sex Discrimination Act 1975 and 1986 and the Race Relations Act 1976.
3. The Community Partner will include the pupil as if he/she were an employee/volunteer 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.
4. The Community Partner will also cover the pupil in a Public Liability Policy against claims for damages to property and injury to persons arising out of his/her work for the Community Partner.
5. The Community Partner will inform the school of any medical considerations which could affect the pupil's safety during the placement. The school will inform the Community Partner about any known medical conditions that may affect the pupil's safety during the placement.
6. The Community Partner will inform the pupil about risks to his/her health and safety as identified by the Community Partner's young persons risk assessments and the measures put into place to control them. The Community Partner will give the pupil the appropriate information, instruction, training and adequate supervision. The initial briefing will cover at least those matters contained in the attached checklist.
7. The Community Partner will ensure that the pupil 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 Partner will not permit the pupil to do work which is prohibited by law.
8. The Community Partner will supply any special or protective clothing or equipment required for the pupil whilst performing the work, and will ensure it is correctly worn/used.
9. The Community Partner 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 pupil will not be allowed to work outside the hours stipulated in the job description.
10. The pupil will not receive any payment for the work.
11. In case of accident or sickness, the Community Partner will notify by telephone, and without delay, the pupils Head of Year on 01204 840201 and the pupil's home if a telephone number is given. The pupil will be allowed to use whatever first aid facilities the Community Partner provides. The Community Partner will be asked to provide a copy of the incident report/complete a Bolton School incident report and return it to the Head of Community Action on the next working day.
12. A member of Bolton 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 .....  
(please print)

Organisation .....

Signature .....

Date .....

## COMMUNITY PARTNER'S INSURANCE AND HEALTH AND 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.

<b>a) COMMUNITY PARTNER'S LIABILITY POLICY</b>	
Name of Insurer	
Renewal Date	
Indemnity Limit	
<b>b) PUBLIC LIABILITY INSURANCE</b>	
Name of Insurer	
Renewal Date	
Indemnity Limit	

**OR:**

### LOCAL AUTHORITY AND CROWN PROPERTY ONLY

<b>a) COMMUNITY PARTNER'S LIABILITY</b> During the course of the volunteering placement your pupil will be classed as an 'employee/volunteer' and will be entitled to compensation for personal injury, again if due to the negligence of another employee	Yes/No
<b>b) PUBLIC LIABILITY INSURANCE</b> Any visitor to our premises is entitled to compensation for damage to their property due to the negligence of our employees/ volunteers. Under the provisions of the Health and Safety at Work etc Act 1974 we are obliged to ensure, where possible, the safety of any visitor	Yes/No
In the event of an accident due to negligence, it would be up to the pupil to take the matter up directly with either the Local Authority or the Crown (Treasury Solicitor), which will make the compensation payments as appropriate.	

### HEALTH & SAFETY

Please confirm that your company/organisation:

has a written Health & Safety Policy ( this is a legal requirement if 5 or more employees)	Yes/No
has a written Fire Safety Policy	Yes/No
has completed a suitable and sufficient statutory young persons risk assessment and risk control measures are in place - significant risks only to be recorded	Yes/No
will provide, on the first day, training in any safety precautions which apply to the type of work a pupil is doing	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 unfortunate event of an accident, will record the incident in accordance with the incident reporting policy and notify Bolton School immediately by calling 01204 840201 and asking for the Head of Year.	Yes/No
will ensure that the pupil on placement will have a named placement supervisor	Yes/No

Name ..... Professional Title .....  
(please print)

Organisation ..... Telephone number .....

Signature ..... Date .....

Please return to: Mrs Sophie Entwistle, Foundation Head of Community Action  
Bolton School (Girls' Division), Chorley New Road, Bolton, BL1 4PA. Tel: 01204 840201