



SIXTH FORM VOLUNTEERS POLICY

Policy written November 2009
Review date: Summer 2011

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 Headmaster and Headmistress 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.
- 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 student, either by the placement provider or the school, as agreed.
- 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 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 (see Appendix D for sample Host Risk Assessment).
- 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 in order that their supervisor can verify their attendance and can comment on the success of the placement if they so choose or use the e-diary to log this information.

- Students are expected to update a Volunteer's Register with details of the number of hours they have contributed to their voluntary activity in order that their achievement may be recognised appropriately.

Expectations appropriate to different types of placement

The placements fit into five 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 Ladybridge High, ESSA, Bolton Muslim Girls' School, Primary Science placements, Starting Point, Pikes Lane.
- c) Volunteering through an external provider
- d) Volunteering activities taking place during the school day and organised independently by the pupil.
- e) 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/Community Action Coordinators of opportunities to volunteer for activities in different areas of the school as a whole. Appropriate activities are determined in consultation with the Heads of those areas.
- Students are directed to the relevant Head of School and instructions/specific responsibilities, which will also be detailed on the Community Participation Description, are given to pupils by the Head. This induction will include a review of the risks associated with the placement and necessary briefing and training.
- The student and parent signs the 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 CRB 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).
- Young Persons Risk Assessments from the host are also required. An example risk assessment can be found in Appendix D of this policy.
- The host organisation determines the need to make CRB checks on volunteers, and prior to their start should check the Childrens Barred List. We cannot, and do not, insist that CRB checks are done or complete before the placement commences, but putting the check in progress is strongly recommended.
- The student and parent signs the 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 taking place during the school day and organised by the pupil

The student is required to submit a letter from a parent 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 student's exeat time.

- School writes to the host with the appropriate paperwork (Appendix C).
- Young Persons Risk Assessments from the host are also required. An example risk assessment can be found in Appendix D of this policy.
- The host organisation determines the need to make CRB checks on volunteers, and prior to their start should check the Childrens Barred List. We cannot, and do not, insist that CRB checks are done or complete before the placement commences, but putting the check in progress is strongly recommended.
- The student and parent signs the 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.

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

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.

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 jointly by the Heads 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 awards presentation. 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 have 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, they 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 These procedures ensure that the proper checks are made for each placement. Please note that for some activities outside school, the host organisation may require pupils to be CRB 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 to their voluntary activity in order that their achievement may be recognised appropriately.

To celebrate the success of our pupils, we would like to invite you to an Awards evening on 21 June 2012. Every Sixth Form boy and girl who has volunteered will be presented with a certificate acknowledging the hours they have put in and their contribution to the community. The awards will be made by an invited guest. Refreshments will be provided and there will be a chance to see some of the work that has been undertaken. Please make a note in your diary for what promises to be an excellent occasion.

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.



Sue Hincks
Headmistress



Philip Britton
Headmaster



Sophie Entwistle
Community Action Co-ordinator



Date

Dear Sixth Form Student

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.

Name: Form:

Placement Name:

Placement Address:

Placement Telephone Number:

Placement Supervisor: Position:

Time/Day of Placement: Duration:

Start Date of Placement: Finish 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: Date:

Please print name:



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.

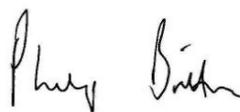
We would also appreciate your co-operation in carrying out a 'risk assessment' of the proposed activities to be undertaken by the student(s). As you will appreciate, we have a duty of common care in placing students for such activities, but what we do not have is your understanding and experience of 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. Once we receive the completed forms and risk assessment, we shall organise for the placement to commence.

Yours sincerely,



Sue Hincks
Headmistress



Philip Britton
Headmaster

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):

Health: Is it undesirable for a pupil 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:

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 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, but the Community Partner may pay the pupil the additional costs of travel and meals.
11. In case of accident or sickness, the Community Partner will notify by telephone, and without delay, the Headmaster/Headmistress of Bolton School 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.
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.

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

OR:

LOCAL AUTHORITY AND CROWN PROPERTY ONLY

a) COMMUNITY PARTNER'S LIABILITY During the course of the volunteering placement your pupil will be classed as an 'employee' and will be entitled to compensation for personal injury, again if due to the negligence of another employee	Yes/No
b) PUBLIC LIABILITY INSURANCE Any visitor to our premises is entitled to compensation for damage to their property due to the negligence of our employees. 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 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 an Accident Book 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
(please print)

Organisation Telephone number

Signature Date

Please return to:

Mrs Sophie Entwistle, Community Action Co-ordinator
Bolton School (Girls' Division), Chorley New Road,
Bolton, BL1 4PA.
Tel: 01204 840201

Appendix D – Example of Risk Assessment provided by Host Organisation (Ladybridge School)

Page: 2012
 Issue: 1
 Date Issued: 18.05.04
 Form No.: OSAHU/13

RISK ASSESSMENT
EDUCATIONAL VISITS ASSESSMENT FORM



PART B: ASSESSMENT FINDINGS (please complete before PART C ~ overleaf)

No.	Item (e.g. activity / activities / travel arrangements / environment / premises / individuals)	Hazard (i.e. something that has the potential to cause harm)	Who Might be Harmed					Type of Harm / Outcome (e.g. fracture, cut, bruise, assault, damage to property or equipment, etc.)	Risk Rating			Existing Precautions and Controls (e.g. guidance to students / welfare arrangements / supervision ratios)	Remaining Risk			Further Action / Additional Controls (and revised risk level if necessary) (e.g. monitor student progress with activity and increase risk taking / advance as appropriate)
			Employees	Students	Other Users	Contractors	Public		Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level	
1	TRAVELLING TO LADYBRIDGE	RTA	✓		✓	✓	✓	CUT / BRUISE → DEATH	1	1-3	4	USE OF APPROVED TAXI FIRM	1	1-3	4	RISK INFLUENCED BY OTHER ROAD USERS
2	WALKING FROM TAXI TO SCHOOL	SLIP, TRIP OR FALL	✓					CUT / BRUISE / FRACTURE	1	1-2	2	PUPILS TO BE BRIEFED RE. USE OF FOOTPATHS	1	1-2	2	
3	ACTIVITY WITHIN SCHOOL	SLIP, TRIP OR FALL	✓					CUT / BRUISE / FRACTURE	1	1-2	2	PUPILS TO BE BRIEFED RE. CONDUCT WITHIN SCHOOL	1	1-2	2	
4	WALKING FROM SCHOOL TO TAXI	SLIP, TRIP OR FALL	✓					CUT / BRUISE / FRACTURE	1	1-2	2	PUPILS TO BE BRIEFED RE. USE OF FOOTPATHS	1	1-2	2	
5	TRAVELLING TO BOLTON SCHOOL	RTA	✓		✓	✓	✓	CUT / BRUISE → DEATH	1	1-3	4	USE OF APPROVED TAXI FIRM	1	1-3	4	RISK INFLUENCED BY OTHER ROAD USERS

KEY: RISK RATING

Likelihood: 3 - Extremely likely 2 - Likely to Occur 1 - Unlikely to Occur	Severity: 3 - Death, major injury, damage, loss of property 2 - 3+ days absent, moderate injury, damage 1 - minor injury, loss, damage	Risk Level: 1 - 3 = Low 4 - 6 = Medium 7 - 9 = High
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The Brook Learning Partnership

