

Shs4Bs

September 2019



Graham Road, West Kirby, Wirral CH48 5DP

T: 0151 632 3449 F: 0151 632 1224

Email: [office@wkgs.net](mailto:office@wkgs.net)

[www.wkgs.org](http://www.wkgs.org)

Thank you so much for giving our students the opportunity to volunteer. Kindly read this document and complete and return the confirmation slip below.

### **West Kirby Grammar School - Students volunteering during Enrichment time Expectations**

Volunteer co-ordinator: Mrs Sheena Harris-Smith. Organisations can email: [sharris@wkgs.net](mailto:sharris@wkgs.net) or contact the school office by phone: 0151 632 3449. If you would find it easier contacting Sheena via text then please email her to ask for a mobile number- **it is essential that you never disclose this to students.**

#### **Reasonable expectations**

##### **Volunteers**

- Should be on time or, if delayed for reasons beyond their control, get in touch with the organisation.
- Should inform the organisation (if at all possible at least a week before) if they are unable to make a particular date e.g. because of an inset day/ holiday/or a School trip that falls during Enrichment time.
- Should inform the organisation if they are off due to illness on a day that they would usually be volunteering.
- Should meet mutually agreed expectations around the role, such as the amount of time the role is expected to take/the kind of tasks that should be carried out.
- Should fill out any paperwork (such as DBS forms) in the required amount of time so that they can move on within their placement and meet the requirements.

##### **The organisation**

- Should commit to provide a suitable induction which includes health and safety legislation and safeguarding matters
- Should give volunteers any training necessary for the volunteer's role.
- Should treat volunteers in line with its equal opportunity policies.
- Should reimburse out of pocket expenses linked to items that they have asked students to buy for the organisation.
- Should inform the volunteer co-ordinator for West Kirby Grammar School if they have any worries or concerns about students from the school. This includes informing the co-ordinator about poor punctuality, lack of attendance or safeguarding issues.
- Should keep minimum details on volunteers - this will include a crisis contact and an individual school email address that should be used for correspondence.

Student volunteers **must** be covered by Public Liability insurance policies (held by the organisation) while carrying out agreed duties.

Student volunteers **must** have a main contact person within the organisation to whom they can express any concerns/ask any questions.

- If students fail to respond to your regulations then they should be spoken to about this and informed how they could improve OR asked to step down from volunteering at your organisation. The volunteer co-ordinator from WKGS should be informed in both situations.
- Students and parents/carers are responsible for informing the volunteer co-ordinator immediately if an issue arises within the placement. In most cases the student will stop volunteering at this organisation until the issues are dealt with.

S Harris-Smith (Mrs)  
Assistant Head of Sixth Form and Enrichment Co-ordinator



.....  
**Please return this slip to Mrs S Harris-Smith or Miss Richards at School Reception as soon as possible at:**  
**West Kirby Grammar School**  
**Graham Road, West Kirby, Wirral CH48 5DP**

**Name of organisation:**.....

**Name of student(s) volunteering with yourselves:**.....

.....

**Signature:**..... **Date:**.....

**Name of person signing:**.....

I sign to confirm that the organisation agrees with the policies/expectations

**The company currently holds Employers and Public Liability Insurance:**

Insurance Company: .....

Policy Number: .....

Valid Until: .....

Who is the main contact person within the organisation for the student(s)?

.....

Please provide a phone number for the main contact:.....

Please give details of any other method of contact that would be suitable e.g. email address:.....