

Shs3Bs

September 2019



West Kirby
Grammar School

Graham Road, West Kirby, Wirral CH48 5DP

T: 0151 632 3449 F: 0151 632 1224

Email: office@wkgs.net

www.wkgs.org

Dear Parents/Carers

Your daughter/son/ward has expressed an interest in participating in voluntary work during Enrichment time. We are delighted that she/he has shown this enthusiasm and are pleased to inform you of their voluntary work placement below:

Name of student: _____ Form: _____
Time: _____
Organisation and address: _____
Contact details: _____

Students must sign out of school at reception before travelling to their location. If they return during the school day students must sign back in.

In order to ensure that your son/daughter/ward arrives safely at their activity we request that they text or ring you once they reach their destination. If your son/daughter/ward is going straight home from volunteering, and a parent or carer isn't at home, we also suggest that they contact you when they reach home.

Please read through the following expectations/policies and sign the reply slip below, along with your daughter/son/ward, as agreement.

West Kirby Grammar School- Expectations/Policies when volunteering

Copy for students and their parents/carers

The volunteer co-ordinator is Mrs Sheena Harris-Smith

Email address: sharris@wkgs.net

Telephone via the school office: 0151 632 3449

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 (Mrs S Harris-Smith) 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 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 the regulations set out in the induction and/or the guidelines in the volunteers section of reasonable expectations then they should be spoken to about this and informed on how they could improve OR asked to step down from volunteering for this organisation. The volunteer co-ordinator from WKGS should be informed in both situations.
- Students and parents/carers will take on responsibility to tell the volunteer co-ordinator straight away if an issue arises within the placement which goes against the policies/reasonable expectations. In most cases the student will stop volunteering at this organisation until the issues are dealt with.

Yours sincerely

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

✂.....

Please return slip to Mrs Harris-Smith (Enrichment) or Miss Richards at School Reception as soon as possible

Sixth Form - Volunteering

Student's name..... **Form**.....

Student response

I agree with the document above and I will ensure that I meet the reasonable expectations and follow the guidelines given. I understand that I can't start the placement until the organisation I am volunteering for returns their signed expectations/policies form. I do, however, understand that I am able to visit the venue to give them this form to read and sign before I start on my placement. I understand that the school is not responsible for any incident/accident or injury that might arise while I am off school premises during this time.

Signed..... **Date**.....

Parent/Carer

I agree with the document above and with the statement that my daughter/son/ward has signed. I give my daughter/son/ward permission to volunteer. I understand that the school is not responsible for any incident/accident or injury that might arise while my son/daughter/ward is off school premises during this time.

Signed..... **Date**.....

Parent/Carer name:.....

Emergency Contact details for parent/carer – name and number:

.....

Name of Organisation student is volunteering for:.....

Contact number of organisation:.....