



Newland House School

Volunteer and unpaid work **Policy**

Updated	September 2024
Updated by	Head
Authorised by	Head, Governing Body

This Policy applies to all sections of the school, including the Early Years Foundation Stage

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1. Introduction

- 1.1 Volunteers at Newland House School can bring huge benefits; for the volunteer, for the school itself and for all members of the community. As long as the parameters of the relationship are clear, the school wants to actively support volunteering and these guidelines are in place to allow this to happen successfully.

2. Roles and responsibilities

- 2.1 The Head is ultimately responsible for ensuring that Newland House School is a safe place for children to learn, staff to work in and visitors to visit.
- 2.2 The HR Manager maintains the Single Central Record of Recruitment and Vetting Checks and organises interviews and the compilation of the necessary documentation that volunteers will need to supply. They also ensure that when volunteers visit the school, their time is a successful one for all members of the community.
- 2.3 The Designated Safeguarding leads (DSL) are responsible for ensuring that all volunteers and other visitors understand their safeguarding obligations whilst at school.
- 2.4 A member of staff will oversee a volunteer's time in school and who this is will vary depending on the volunteering remit. This person will also be responsible for completing a risk assessment which can be obtained from the Bursar.

3. Work experience

- 3.1 Work experience provides a volunteer with practical short-term experience of employment. At Newland House School this is typically secondary-school aged children whose senior school organises a work experience programme. In addition, adults applying to do a teacher or teaching assistant training course may want some work experience in a school in order to supplement their course application.

Process

- Complete the volunteering application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net). This allows the applicant to include information about their skills, interests, motivations as well as the practical elements of their volunteering.
- Suitable candidates will be invited in for an informal interview.
- If successful, information will be given to the candidate about the nature of their volunteering including the parameters of their role, their volunteering hours and dates and which member of staff will oversee them in work.

- The HR Manager will complete any necessary compliance checks and forms for the student's school and liaise with the school as required. They will also provide feedback to the school if requested.
- The Bursar will ensure that a Young Person's risk assessment is appropriate for the student and consider any reasonable adjustments.
- The HR Manager will arrange for the volunteer to have a short induction to cover health and safety, Safeguarding and code of conduct and anything else relevant to their placement.

Criteria to be considered before agreeing for someone to do work experience at Newland House School

- Age of applicant (if they are still at school). We will not accept applications from children 14 and under or children who have already completed a placement previously.
- Reason for wanting to volunteer.
- Content of application form.
- Performance in interview.
- Receipt of required documents.
- Nature of the request to volunteer (i.e. in what department and doing what tasks).
- How many other volunteers are already working in the school at that time.
- Whether there is someone suitable with capacity to oversee the volunteer.
- For applicants with pre-existing links with the school, please also see the appendices for further information.

4. Duke of Edinburgh Award

- 4.1 The Duke of Edinburgh Award scheme requires participants to volunteer their time to a worthwhile organisation such a school.

Process

- Complete the volunteering application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net). This allows the applicant to include information about their skills, interests, motivations as well as the practical elements of their volunteering.
- Suitable candidates will be invited in for an informal interview.
- If successful, information will be given to the candidate about the nature of their volunteering including the parameters of their role, their volunteering hours and dates and which member of staff will oversee them in work.
- The HR Manager will arrange for a short induction to cover health and safety, Safeguarding and code of conduct.

Criteria to be considered before agreeing for someone to do work experience at Newland House School

- Reason for wanting to volunteer.
- Content of application form.
- Performance in interview.
- Receipt of required documents.
- Nature of the request to volunteer (i.e. in what department and doing what tasks).
- How many other volunteers are already working in the school at that time.
- Whether there is someone suitable with capacity to oversee the volunteer.
- For applicants with pre-existing links with the school, please also see the appendices for further information.

5. Student teachers

- 5.1 Some routes into teaching involve doing an unpaid placement in a school as part of the teaching degree (such as a PGCE or BEd). This would also include unsalaried School Direct candidates, but this document does not include in its remit any salaried teacher training (for example Teach First or salaried School Direct).
- 5.2 Newland House has traditionally had a good working relationship with St. Mary's University and has hosted student teachers from there for different types of placements. We are able to accommodate student teachers for early placements that involve them teaching individual sessions alongside the class teacher but are unable to host student teachers for their final placements or placements in which they are taking on the role of the class teacher for substantial periods of time.

Process

- Complete the volunteering application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net). This allows the applicant to include information about their skills, interests, motivations as well as the practical elements of their volunteering.
- Suitable candidates will be invited in for an informal interview.
- If successful, the placement will be set up and in-school supervisor will be assigned.
- The HR Manager will complete necessary compliance checks (including a reference where appropriate and applicable).
- The HR Manager will arrange for a short induction to cover health and safety, Safeguarding and code of conduct.

Criteria to be considered before agreeing for someone to work as an unpaid student teacher at Newland House

- Number of other student teachers working at the school. We aim to support a maximum of two student teachers each academic year- one on EYFS/KS1 and the other in lower KS2.

- The quality of a student teacher's reference. We can only accommodate excellent student teachers.
- Availability of a member of staff to act as the in-school mentor.
- Content of their letter of application and application form.
- Performance in interview.
- Receipt of required documents.
- For applicants with pre-existing links with the school, please also see the appendices for further information.

6. Students working towards obtaining qualifications in working with children in early years or primary settings or similar

6.1 Although not essential, many people wanting to become a Teaching Assistant will do a NVQ childcare qualification. These courses often require people to do a minimum period of time in a work setting (i.e. in a school).

Process

- Complete the volunteering application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net). This allows the applicant to include information about their skills, interests, motivations as well as the practical elements of their volunteering.
- Suitable candidates will be invited in for an informal interview.
- If successful, information will be given to the candidate about the nature of their placement including the parameters of their role, their volunteering hours and dates and which member of staff will act as their in-school assessor.
- The HR Manager will complete necessary compliance checks (including a reference where appropriate and applicable).
- The HR Manager will arrange for a short induction to cover health and safety, Safeguarding and code of conduct.

Criteria to be considered before agreeing for someone to work as an unpaid student teacher at Newland House School

- Number of other people doing a similar placement at the school. We can support a maximum of two placements each academic year but not at the same time.
- Availability of a member of staff to act as an in-school assessor.
- Content of the letter of application and application form.
- Performance in interview.
- Receipt of required documents.
- For applicants with pre-existing links with the school, please also see the appendices for further information.

7. Ad-hoc volunteers

- 7.1 There are other opportunities at Newland House School for people to volunteer on an occasional basis to help with, for example reading a story to a class. Volunteers of this nature will often have a link to the school (for example they may have children at the school). This does not include people coming into school as a visitor in an official capacity (whether paid or unpaid). In this instance, please see the school's Visiting Speaker Policy. This also does not include people who wish to volunteer on a regular basis. For this, please see section 8 below instead.

Process

- The member of staff requiring help will let the relevant parents know what is required.
- A sign-up sheet or form will be made available.
- The volunteer will sign-in at the school Reception every time they come into school.
- They will be accompanied at all times when on-site by a member of staff and will never be left alone with a pupil.

Criteria to be considered before agreeing for someone to come in as an ad-hoc volunteer.

- This will depend on what is needed. Anyone who is already a member of the school community will be eligible to come in but we will consider any conflicts of interests and appropriateness.
- For applicants with pre-existing links with the school, please also see Appendix 1 for further information.

8. Regular volunteers

- 8.1 People may on occasion offer to volunteer their time to help at Newland House School on a regular basis. This may be because of the experience, skills or knowledge they have. For example, they may want to listen to children read. Volunteers of this nature will often have a link to the school (for example they might be a past pupil, or they may have children at the school). This does not include people coming into school as a visitor in an official capacity (whether paid or unpaid). In this instance, please see the Visiting Speaker Policy. This also does not include people who are doing ad-hoc volunteering in response to a request from a member of staff. Please see the section 7 above for details of this.

Process

- Complete the volunteering application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net). This allows the applicant to include information about their skills, interests, motivations as well as the practical elements of their volunteering.
- Suitable candidates will be invited in for an informal interview.

- If successful, information will be given to the candidate about the nature of their volunteering including the parameters of their role, their volunteering hours and dates and which member of staff will oversee them in work.
- The HR Manager will complete the necessary compliance checks (including a reference where appropriate and applicable).
- The HR Manager will arrange for a short induction to cover health and safety, Safeguarding and code of conduct.

Criteria to be considered before agreeing for someone to volunteer at Newland House School

- Reason for wanting to volunteer.
- Skills, qualifications and experience of the applicant.
- Content of their letter of application and application form.
- Performance in interview.
- Receipt of required documents.
- Nature of the request to volunteer (i.e. in what department and doing what tasks).
- How many other volunteers are already working at the school.
- Whether there is someone suitable with capacity to oversee the volunteer.
- For applicants with pre-existing links with the school, please also Appendix 1 for further information.

9. Governors

- 9.1 The Governing Board at Newland House School is responsible for the long-term stability, success and sustainability of the school and therefore fulfil a vital role.
- 9.2 The Board is made up of people with a variety of skills and experience that allow them to effectively support the school, in particular within Education and schools, Finance and Accounting, Marketing, Legal, HR and property and Estates. The Chair of Governors is very keen to have a diverse board which will ensure the future success of the school.

Process

- Vacancies on the Governing Board will be advertised within educational channels such as TES, as well as shared within the school community and alumni. We also encourage former members of our school community to submit letters of interest to the Bursar, who acts as clerk to the governors.
- Suitable applicants will be asked to complete a simple application form which is available on our website at [Work With Us | Newland House School](#) and from the HR Manager (apatel@newlandhouse.net).
- Following this, the candidate will be invited in for a meeting with the Chair of Governors and the Head.
- The HR Manager will complete necessary compliance checks (including a reference).
- On receipt of a satisfactory reference, information will be given to the candidate about the nature of the role, and they will be invited to attend a subsequent board meeting.

- Board members will then vote formally on whether the candidate should be accepted on to the board.
- When appointed as a Governor, they will undertake mandatory training for their role including their responsibility as a Governor and Safeguarding.
- Governors will be appointed to one of the Committees most relevant to their skills and experience.

Criteria to be considered before agreeing for someone to be recommended to the board.

- Reason for wanting to join to the board.
- Skills and experience of the candidate.
- The gaps in experience and skills on the board.
- The conversation with the Head and Chair.
- Receipt of required documents.

10. Regulated activity

10.1 The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

10.2 The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more or
- overnight, meaning between 2.00 a.m. and 6.00 a.m. or
- satisfies the "period condition", meaning four times or more in a 30-day period and
- provides the opportunity for contact with children.

10.3 Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

10.4 It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. It is the School's policy to carry out both an enhanced DBS check and a check of the Children's Barred List on all applicants who are appointed to work in regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

11. Further information

11.1 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.