

The Auriga Academy Trust

Volunteer and Work Experience Scheme

DBS Checks:

To ensure the trust adheres to Keeping Children Safe in Education 2021, all those aged 16 and above volunteering in regulated activity will be subject to an enhanced (with barring) DBS check. This will mean that volunteers will be able to use the staff room/ toilets without having to be accompanied by another member of staff at all times.

No volunteering available for those under 16 years old.

Volunteer Placements on Offer:

Classroom Based (ages 16 and above):

We will be offering two types of placements this academic year, either a 6-8 week placement or a block work placement. The 6-8 week placement will be a minimum commitment of 1.5 hours per week, this will be tailored to your availability and ideal for a college/ 6th form/ university student. The other placement will be a block of either one or two weeks, this is best suited for work experience. All will be offered at first come first served basis. In certain circumstances we may offer an extension for a volunteer to stay longer with us. This will only be offered once discussed and confirmed by SLT and HR.

2021-22 Volunteering Dates:

- A) 15th November- 28th January 2022.
- B) 31st January – 31st March 2022
- C) Work experience placement – 1/2 weeks 21st March – 1st April 2022.

| Application Period | Induction Date | Start Date | End Date |
|-----------------------------------------------------------|-----------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| 1 st November – 8 th November 2021. | WC 15 th November 2021 | 22 nd November 2021 | 28 th January 2022 |
| 3 rd – 17 th January 2022 | WC 26 th January 2022 | 31 st January 2022 | 18 th March 2022 |
| 1 st December – 1 st March 2022 | 16 th March 2022 | 21 st March 2022 / 28 th March 2022 | 25 th March 2022 / 1 st April 2022 |

Places Available:

| A | B | C |
|----|--------------------------------------------------|---------------------------------------------------------|
| 10 | 10- This may change depending on staff capacity. | 5 volunteers per week. Potentially up to 10 altogether. |

PROCEDURE:

- Anyone interested in volunteering must electronically complete an application form and return it to HR@aurigaacademytrust.org.uk (**see appendices*)
- There are intake sessions for volunteers. This has been done to give HR time to process everything and allow pupils and staff to settle in at the beginning of school terms avoiding busy school periods.
- The volunteer application form can be found on the school/ trust website along with other documents we require volunteers to complete and return before they start their placement.
- Once an application form has been received, create a folder for the applicant in the 'Volunteer Folders' on the Human Resources SharePoint page.
- Check through the application form to ensure all necessary fields have been completed.
- *If volunteer places are available:* Send an acknowledgement email to the applicant confirming their application form is being processed and school will be conducting the on boarding process. If you found any gaps in the application form you can address these in the email and ask the applicant to amend and return their form electronically. (**see appendices*)
- If there are not any places available or the intake is closed, send a standard response. (**see appendices*)

Volunteer Database:

- The 'Volunteer Database' is an excel document updated by trust HR and is the central point of all information about volunteers within schools. This database lists volunteers by intake session including: personal information provided by the volunteer, how long their placement is, which campus and class, length of their volunteer slot and key people and contact details that the volunteer will need.
- Add the applicant's details to the 'Volunteer Database' using the completed application form.
- Seek references from the contact details provided. References MUST be returned before the volunteer can start their placement.
- Send the reference request sheet to the referee to complete and return electronically. (**see appendices*)
- Save completed references in the applicant's folder on the admin server, follow up where necessary.
- Conduct a DBS check and input the details.

DBS Checks:

- Anyone over the age of 16 who will be working in regulated activity must have an enhanced DBS check complete. This will ensure that pupils are safeguarded and the volunteer does not need to have a person with them at all times, for example when going to the toilet. This can be completed through school following the same procedure for new staff members. The DBS must come back before the volunteer can start their placement.
- Once completed, add the details of the DBS to the schools Single Central Register.

Induction:

- The applicant needs to have a volunteer induction before they start their placement. Inductions will be set for certain dates. The volunteer must attend or their offer will be withdrawn.
- The purpose of this induction is to meet the applicant, understand why they want to volunteer at the school and ensure they are aware of key trust/ school procedures. *Health and safety procedures should also be discussed along with the challenging behaviours the pupils display and what protocols they should follow.*

- This invite is sent as an email, in which we also ask the applicant to complete the additional documents and return these electronically before the meeting. (**see appendices*)
- Now you have to place the applicant in a class. When placing volunteers, you need to consider which campus the volunteer has indicated they would like to be placed, which class has availability and what time slot the volunteer has chosen.
- Once you have arranged the slot, complete the volunteer placement form (*see appendices)
- This form should be sent to applicant to confirm their placement and to sign and return the 'Volunteer and Student Placement Agreement'.
- The placement form should also be sent to the class teacher, SLT and relevant admin on the campus.

| | |
|--------------|----------------|
| Prepared by: | Trust HR |
| Date: | September 2021 |

Appendix 1

Standard Response for those enquiring about volunteering

Hi X,

Thank you for your email and registering your interest in carrying out a work placement/ volunteering at X School.

To enrol on our volunteer and student placement scheme please complete the Volunteer and Placement application, which can be found on the school website.

The application form must be completed electronically and once completed sent to HR@aurigaacademytrust.org.uk

If you have any questions or would like further information, please do not hesitate to get in touch

Kind Regards

XXXXXXX

School Administrator

Email Response: No Availability

Dear X,

Thank you for submitting your volunteer application form/ expressing interest in volunteering at X school. Currently the trust does not have any volunteer vacancies available.

Delete the appropriate:

However, our intake sessions are below and keep an eye out on the website for when you can apply:
(Insert Intake dates)

OR

We are no longer accepting volunteer applications this academic year. However, due to the success of this year's volunteer programme, we will be going ahead again next year. Do keep an eye out on our website at the start of the new academic year for further details.

If you have any queries, please do not hesitate to get in touch.

Best regards,

Appendix 2

Email Response: Completed Application Form

Dear [X],

Thank you for submitting your volunteer application and expressing interest.

Your application is being processed and we will be in touch shortly to conduct volunteer on boarding.

In the meantime, if you have any queries or would like further information, please do not hesitate to get in touch.

Best regards,

Email Response: Completed Application Form with Missing Information

Dear [X],

Thank you for submitting your volunteer application.

Your application is being processed, however there are some fields that have not been completed. Please can you provide...*[Insert missing information details here]*

Without this information we are unable to conduct on boarding for a volunteer placement. Please send it across as soon as you can to prevent any delay in the process.

If you have any queries or would like further information, please do not hesitate to get in touch.

Best regards,

Appendix 3

Seeking References: Email Template and Reference

Dear,

REFERENCE REQUEST FOR: [NAME] APPLICANT

FOR A VOLUNTEER/ WORK PLACEMENT

The above named person has applied to be a volunteer at X School, and has recommended you as a named referee.

Volunteers are given opportunities to:

- Work with pupils who have severe learning difficulties.
- Gain experience working with pupils who have severe learning difficulties to further their knowledge and begin a career within this sector.
- Support pupils at Strathmore School in a variety of situations and to broaden their experience.

The Auriga Academy Trust School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. If you are aware of any such issues relating to the candidate's suitability to work with these client groups we would encourage you to disclose this information on the enclosed reference form. This includes any appropriate information you may have concerning convictions which would otherwise be considered as "spent", in relation to the volunteer and which you consider relevant to the applicant's suitability to be a volunteer. Any such information will be kept in strict confidence.

Please note that, under our "Open References Policy", any information you give us as part of a reference may be shown to the applicant and discussed with them.

Please could you complete the reference form and return it within 4 days of receipt. May I take this opportunity to thank you in advance for your assistance.

Best regards,

[Your Name]

Human Resources

Your co-operation in completing this reference form would be appreciated. Please note that the information you provide is subject to the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------|---------------------------------------------------------------------|
| Candidate Name: | Application for the Post of Volunteer | | |
| School: | | | |
| Please confirm the capacity in which you know the candidate: | | | |
| How long have you known the candidate: | | | |
| Please comment on the suitability of the candidate for the volunteer position <i>You should include the candidate's current knowledge compared to that required for this post, personal attributes and potential to develop in this voluntary position.</i> | | | |
| | | | |
| Candidates Attendance and Punctuality | Outstanding <input type="checkbox"/> | Good <input type="checkbox"/> | Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/> |
| Do you have any concerns or has there been any concerns raised about the candidate that can relate to the safety of children and welfare of children/ vulnerable people or behaviour towards them. | | | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| If YES, please provide details: | | | |
| Has the candidate been the subject of formal proceedings within the last two years: | | | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| If YES, please provide details of the concerns, duration of the proceedings and their outcome: | | | |
| Do you know of ANY reason why this applicant may not be suitable to work with children or young people: | | | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| If YES, please provide details: | | | |
| <i>NB: Please ensure that the reference is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the candidate. The information you have given will be used to make a positive decision in interest of both volunteer and the school.</i> | | | |
| Signed: | Position: | | |
| Name: | Phone Number: | | |
| Relationship to Candidate : | Date: | | |

Appendix 4

Induction Meeting: Email Invite

Dear Volunteer,

We would like to invite you to an induction meeting. During the meeting you will be given your briefing regarding behaviours, health and safety and evacuation procedures.

Your induction meeting will take place with [Name], [Job Title] on the below date

Date: [DATE]

Time: [TIME]

Venue: [CAMPUS ADDRESS]

Please confirm your attendance by XX date,

Attached are a few documents we would like you to read and also some you will need to sign and return.

These documents need to be completed before the induction meeting. The documents **must** be completed electronically and returned by email to me.

- Safeguarding Reading
- Dress Code
- Photo Consent
- Confidentiality Statement

INDUCTIONS ARE MADATORY AND MUST BE ATTENDED, FAILURE TO ATTEND MAY RESULT IN YOUR VOLUNTEER OFFER BEING WITHDRAWN.

If you have any questions, please email HR.

Kind regards

Appendix 5

Volunteer/ Student Placement Form

| | |
|---------------------------|--------------------------------------------------------------------------------|
| Name: | Organisation: |
| PLACEMENT DETAILS: | |
| Start Date: | End Date: |
| Campus: | Student: Y <input type="checkbox"/> / N <input type="checkbox"/> |
| Campus: | |

| VOLUNTEERING ROLE | | | |
|--------------------------|---------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Day/s | Time/s | Class/es | Important Contacts on Campus |
| [Day] | [Time] | [Class] | Class Teacher: [First Name/s] Head of School: [First Name] Receptionist: [First Name] Tel & EXT: |

NOTES:

[First page footer]:

Induction Carried Out: **Y** / **N**

Date Induction Completed: : enter date

Safeguarding Declaration Returned: **Y** / **N**

Placement Checks Completed: **Y** / **N**

Placement End: enter date

Volunteer and Student Placement Agreement

You agree too:

- Complete a Disclosure and Barring Service check if required
- Allow us to take a photo of you so staff know who you are (please let us know if this will be a problem)
- Inform school if you have any health issues that are relevant, such as allergies.
- Read and sign our safeguarding policy
- Stick to our professional code of conduct, i.e. put the wellbeing, development, progress and dignity of children and young people first
- Familiarise yourself with the dress code
- Remember that all information you have access to at Strathmore School is confidential– don't discuss details about individuals outside of the school
- Give school reasonable notice if you cannot come for your volunteering or placement activity, by phone or email

We offer you:

- A fun and worthwhile opportunity
- A commitment to support and supervise you during your placement
- Induction into your role
- A healthy and safe working environment
- Equality of opportunity and diversity
- A confidential working environment
- A fair and quick resolution to problems
- References for future opportunities

_____ Date: / /
Volunteer Signature Print Name

_____ Date: / /
Head of School Signature Print Name

This is an honourable agreement, rather than a legal one, and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.

Appendix 6

Reference: Template for Volunteers

To whom it may concern,

I am writing this letter to confirm that X volunteered for XX School.

They were volunteering with XXX School from XX until XX
DOB: DD/MM/YYYY

The Auriga Academy Trust is a multi-school trust our schools are special schools for pupils aged between 4 years and 19 years who all have a diagnosis of moderate/ severe learning difficulties. Around 60% of the pupils also have adual diagnosis of autistic spectrum disorder and the majority have communication difficulties that require additional and augmentative methods. During the time they were with us they worked with the class team supporting pupils with their education, pastoral and complex behaviour needs.

Volunteering has such a great impact on our pupils and school as a whole. We greatly appreciatethe time they dedicated to the Trust.

Best regards,

[Your Name]

[Your Title]