



THE URSULINE PREPARATORY SCHOOL ILFORD

VOLUNTEER PLACEMENT INFORMATION AND GUIDELINES



INTRODUCTION

Volunteers bring with them a wide range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school. We welcome and encourage volunteers from the all sections of the local community including:

- Parents/relatives of students
- Members of the Governing Body
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents

VOLUNTEERING OPPORTUNITIES

The types of activities that Volunteers can support and assist with include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working in our school library
- Assisting with after-school clubs
- Working with children on the computers
- Accompanying school visits

THE BENEFITS OF VOLUNTEERING

For the students: helps to increase understanding, achievement, self confidence and self esteem

For teaching staff: greater opportunity to work with other students, so enabling the class as a whole to learn more effectively and achieve more

For the volunteer: a great sense of achievement and personal satisfaction, new knowledge, new skills, improved career prospects

SUPPORT FOR VOLUNTEERS

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school. In order to ensure our volunteers feel welcomed, valued and well informed about our school - including its activities, values and objectives – we aim to provide active and positive support to our volunteers in several ways, including:

- A structured induction process
- Training (as appropriate/required)
- Appropriate references for those seeking to build on their volunteering experience in their career

BECOMING A VOLUNTEER

Due to the high volume of requests received for Volunteer/Work Experience placements and the School's commitment to Safeguarding/Safer Recruitment the following procedure should be followed when applying for a volunteer placement:

Safer Recruitment Application Form (Volunteer/Work Experience)	To be completed in full including the type of activities you would like to help with and your availability (dates/times) No gaps in employment history Signed Declaration: Rehabilitation of Offenders Act 1974 (Exempt) requiring all offences, cautions, convictions, bindovers to be declared.
Checks prior to placement	Applicants over 16 years old to give permission for Barred List Check to be undertaken References to be taken up
DBS Check/Headteacher Authorisation Form	Dependent on type/length of placement Volunteers will have no unsupervised contact with children

Before starting to help in school, volunteers will also be invited to undergo Safeguarding Training and complete the Volunteer Agreement which sets out the school's expectations of volunteers and, just as importantly, explains what volunteers can expect from our school.

Timeframe for submitting applications for a Volunteer/Work Experience placement:	
By the end of June	*For a placement in the Autumn Term
By the end of November	*For a placement in the Spring Term
By the end of February	*For a placement in the Summer Term

**dependent on successful completion of checks*

Following successful application for a Volunteer/Work Experience placement you will be given a pack to complete and return.

- Registration Sheet
- Health Questionnaire
- Privacy Notice
- Staff Computer System Acceptable Use Statement
- Staff Handbook
- Induction Sheet

Thank you for your interest in a volunteer placement at our school. If you have any questions, please do not hesitate to contact Mrs McNaughton, Headteacher or Ms Roddy, HR Officer who will be pleased to explain the volunteering opportunities in more detail and answer any questions prospective volunteers may have.

CONTACT DETAILS:

Mrs McNaughton, Headteacher Tel: 020 8518 4050 hroddy@urspsi.org.uk

Ms Roddy, HR Officer Tel: 020 8518 4050 ext 314 hroddy@urspsi.org.uk