

# Volunteer & Work Experience Policy

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## INTRODUCTION:

Kings Kids Christian School exists to:

- produce a secure and stable atmosphere where students can excel in a full education
- promote attitudes of self-discipline, honesty, integrity, perseverance, appreciation, consistency, responsibility, thoroughness and the exercise of initiative and self-motivation through daily tasks.
- train and equip their character and gifting, develop their personal responsibility and encourage them towards their calling in life.
- encourage the students to view work as God-given and good; to work to please God and their employers.
- encourage students to think biblically and responsibly about world issues.
- teach students that life is about knowing God and walking in His ways.
- impart the skills of independent study and logical thought.
- encourage a desire to contribute to others within society, an awareness of the needs of those around and sensitivity to the call of God to find a place of service.

In line with this mission, Kings Kids Christian School seeks to involve volunteers to:

- ensure our provisions meet the needs of our students
- provide new skills and perspectives
- give them an opportunity for servicing the community

## PRINCIPLES

This Volunteering & Work Experience Policy is underpinned by the following principles:

- Kings Kids Christian School will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Kings Kids Christian School.
- Kings Kids Christian School expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Kings Kids Christian School recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

## **PRACTICE GUIDELINES**

The following guidelines deal with practical aspects of the involvement of volunteers. Kings Kids Christian School's Staff Handbook includes information that is more detailed.

### **Recruitment**

Interviews will be conducted for all prospective volunteers to find out their skills, suitability and how best their potential might be realised.

### **Volunteer Agreements and Voluntary Work Outlines**

Volunteers will have a volunteer agreement establishing what Kings Kids Christian School undertakes to provide them. In addition, they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Kings Kids Christian School does not intend to create a contract with any volunteers.

### **Induction and Training**

All volunteers will receive an induction into Kings Kids Christian School. Volunteers will receive training as appropriate.

### **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

### **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Kings Kids Christian School and its work.

### **Insurance**

All volunteers are covered by Kings Kids Christian School's insurance policy whilst they are on the premises or engaged in any work on Kings Kids Christian School's behalf.

### **Health and Safety**

Volunteers are covered by Kings Kids Christian School's Health and Safety Policy, a copy of which is available from the office.

## **WORK EXPERIENCE PERSONNEL**

### **Mentor's Responsibility**

Any young person undertaking work placement has a Mentor provided at Kings Kids Christian School who will assist and guide the individual at all times. It is the responsibility of the Mentor to take responsibility for the young person's health and safety. The Mentor should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues.

An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken by the Mentor. Information on the accident reporting system and location of First Aider should be given. A disclaimer form should be signed by the young person following this briefing. Regular checks should be made to ensure that the young

person is able to cope with the hours of work required. If at any time the individual is concerned about any issue they should feel free to voice that immediately to their Mentor.

### **Manual Handling**

No movement of anything heavy should be undertaken by young persons.

### **Smoking**

The school operates a no smoking policy on its premises both inside and outside of the buildings.

### **Working Hours and Rest Breaks**

Mentors should ensure that they work within the school core hours of 9.00am to 5.00pm hrs. It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement to travel home safely avoiding the hours of darkness. Young persons must not be left to work in isolation.

### **Insurance**

Young people on work experience are covered by the School's Liability Insurance whilst on the premises. Insurance whilst travelling to and from the site is not covered.

### **Disability**

If the young person has disabilities the school will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor and Head Teacher to ascertain any additional measures required to accommodate these needs.

### **Equal Opportunities**

Kings Kids Christian School operates an equal opportunities policy in respect of both paid staff and volunteers. A copy is available from the office. Volunteers will be expected to have an understanding of and commitment to our Equal Opportunities Policy.

### **Problem Solving**

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is available from the office, as is a copy of our discipline and grievance procedures.

### **Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Policy Adopted by Governors on: 01/04/2020

Policy Last Reviewed on: 01/04/2019

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