

Lakeside School



Volunteer Policy

Review Summary

Adopted	January 2024
Review Cycle	3 years
Next Review	January 2027

Volunteers and Visitors

We actively welcome volunteers at Lakeside School. We appreciate how volunteers can bring a range of skills and experience to enhance the learning opportunities of our young people.

Safeguarding is a priority

All visitors and volunteers must follow our clear safeguarding procedures. Everybody must demonstrate that they have read and understood the Child Protection and Prevent Policy, as well as signing the agreement.

We also insist that any volunteer or visitor must sign in and collect the volunteer/visitor badge on every occasion. They must also drop off the badge and sign out before leaving the premises.

Volunteers and visitors are not left unsupervised with any children at any time.

What Lakeside School will offer:

- Lakeside can offer a maximum of 12 volunteer placements per annum.
- We will ensure that all safeguarding procedures are adhered to; including informing all volunteers/visitors of the designated safeguarding leads and how to raise concerns.
- We will ensure that placements are appropriate for all involved and regularly reviewed.
- Job role and tasks will be carefully explained so that volunteers/visitors are clear about expectations and requirements.
- Relevant information about the learners will be shared.

The types of activities that volunteers will engage in include:

- Supporting Teaching and Learning in class; under the direction of the teacher or other paid staff
- Swimming
- Assisting with trips and visits
- Interacting with learners
- Maintaining a clean and tidy learning environment

Requirements for Volunteers:

- Enhanced DBS
- 1 Referee (previous employer if possible)
- Photo ID

Recruitment Process for Volunteers:

1. Contact Lakeside School to request an application pack and arrange an initial interview.
2. Application form, DBS and declaration form must be completed and returned.
3. Application will be reviewed by the Head Teacher.
4. If the application is successful, the School Administrator will proceed in processing DBS check and collecting reference/s.

5. Once all of the relevant documentation has been completed, the Placement Coordinator will make contact to arrange for full induction and start date.

Note: Applications may take up to 3 months to process.

Induction Process for Volunteers:

Induction Phase 1: Initial meeting and completion of relevant paperwork with school Placement Coordinator.

Induction Phase 2: Time in class

Induction Phase 3: Meeting with Placement Coordinator at 4 weeks to discuss and review placement.

Lakeside School reserves the right to cease the placement at any time.