

# SIXTH FORM VOLUNTEERING PACK





## Letter to Parents/Guardians

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Paget High School is committed to encouraging Sixth Form students to take an active role within the school through various roles of responsibility and, out in the wider community by taking part in volunteering. Volunteering helps students to develop leadership, organisational and communication skills in preparation for the opportunities and challenges ahead.

All students in the Sixth Form are expected to take part in the Volunteering Programme. Students are required to identify and apply for a range of volunteering opportunities organised online through <https://do-it.org/> and are allocated time within their timetable to take on the various activities. These may include service within the School, with other local schools, through voluntary agencies and in ways they have organised themselves, through family or friends.

If a student decides to work with an external organisation they will be required to complete a TPS Volunteering Agreement Form which you will also be asked to sign to approve of the activities.

The policy and processes we follow for Community Volunteering work can be found on the school website. These procedures ensure that the appropriate checks are made for each placement. Please note that for some activities outside school, the host organisation may require students to be DBS checked, which the host will be responsible for arranging. To celebrate the success of our students, a new Volunteering award will be presented at the Annual Awards Evening held in the Autumn Term. Additionally, every Sixth Form student who has volunteered will be presented with a certificate acknowledging the hours they have put in and their contribution to the community.

Yours sincerely

Mrs J Butcher  
Assistant Headteacher

## Volunteering Agreement Form

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**Date:** March 2018

Dear Sixth Form Student

### Paget High School Volunteering Agreement Form

As a volunteer, you are agreeing to attend your volunteer placement regularly, follow instructions and adhere to the rules and regulations of the placement as outlined on the Volunteer Participation Description for your placement. If you are not able to attend for any reason, you are obliged to contact your supervisor at your voluntary organisation, in advance. It is important that you obtain consent from your parent(s)/guardian(s) for your voluntary work and for your travelling arrangements to and from your placement. Please complete the following information and return the signed letter to school as soon as possible so that the activity may commence.

<b>Name:</b>		<b>Form:</b>	
<b>Placement Information:</b>			
<b>Placement Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Supervisor:</b>			
<b>Position:</b>			
<b>Time/Day of Placement:</b>		<b>Duration:</b>	
<b>Start Date of Placement:</b>		<b>Travel Arrangements:</b>	
<b>Signature of Student:</b>		<b>Date:</b>	

#### Parental Agreement:

I give permission for my son/daughter to participate in voluntary activity at the above named organisation during school hours and to travel to the placement as indicated against "Travel Arrangements" above.

<b>Signature of Parent/Carer</b>		<b>Date:</b>	
<b>Please print name:</b>			

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**Paperwork to be sent to/completed by  
Host Organisation (5 pages)**

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Volunteering Activity at:

<b>Name of Host Organisation:</b>	
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Dear

We should be grateful if you would complete and return to me the enclosed forms, namely:

- Volunteer Participation Description,
- Volunteer Host - Joint Statement of Intent,
- Volunteer Host's Insurance and Health and Safety Confirmation form.

We would also appreciate your co-operation in carrying out a 'risk assessment' of the proposed activities to be undertaken by the student(s). As you will appreciate, we have a duty of common care in placing students for such activities, but what we do not have is your understanding and experience of the health and safety issues associated with your organisation. You will be aware that, once the placement has started, your organisation will be responsible for the health and safety and welfare of the student(s). When deciding on the range of tasks available, you may feel that some activities or work areas constitute an unnecessary risk. If the person arranging the placement has any concerns, please contact us. The School recognises that the arrangements regarding such placements may involve the organisers in considerable work and is extremely grateful for your cooperation in this matter. Once we receive the completed forms and risk assessment, we shall organise for the placement to commence.

Yours sincerely,

Mrs J Butcher  
Assistant Headteacher



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**PAGET HIGH SCHOOL**

*Be Proud • Aim High • Work Hard*

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## Appendix C: Paperwork to be sent to/completed by Host Organisation (5 pages)

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<b>Volunteer Participation Description</b> Name and address of company/organisation:			
<b>Telephone number (including extension.):</b>			
<b>Email address:</b>			
<b>Contact's name:</b>			
<b>Professional title/position:</b>			
<b>Description of volunteer work to be undertaken:</b>			
<b>Note:</b> Paget High School students must not be left without the supervision of an appropriate adult.			
<b>Date of commencement of volunteering placement:</b>			
<b>Daily starting time:</b>			
<b>Finishing time:</b>			
<b>Description of working environment:</b>			
<b>The student will be working within a group of approximately ..... people</b>			
<b>Any special requirements (i.e. visit prior to placement):</b>			
<b>Health: Is it undesirable for a student with particular health defects to take part? If so, please specify:</b>			
<b>Following the risk assessments undertaken for this volunteering placement, please indicate any activities in which the student will not be allowed to participate:</b>			
<b>Signed:</b>		<b>Date:</b>	

**Sixth Form Volunteering Policy Volunteer Host Organisation Joint Statement of Intent**

Paget High School and the Host Organisation jointly understand and accept the following statements concerning volunteering programmes which they will undertake:

**The Community Host Organisation**

- 1) The Host Organisation will plan meaningful work for the student to undertake during his/her placement and will provide a description of activities to be undertaken. The Host Organisation will arrange for the student to be properly supervised and take into account issues of Child Protection and Safeguarding. The Community Host Organisation will observe all applicable legislation, acts and statutes.
- 2) The Host Organisation will include the student as if he/she were an employee in the organisation's Employer Liability Insurance Policy provided under the Employer's Liability (Compulsory Insurance) Regulations 1998. The Employer is also responsible for notifying, where it is considered necessary, the organisation's insurers of the placement details.
- 3) The Host Organisation will also cover the student in a Public Liability Policy against claims for damages to property and injury to persons arising out of his/her work for the Community Host Organisation.
- 4) The Host Organisation will inform the school of any medical considerations which could affect the student's safety during the placement. The school will inform the Community Host Organisation about any known medical conditions that may affect the student's safety during the placement.
- 5) The Host Organisation will inform the student about risks to his/her health and safety as identified by the Community Host Organisation's young person's risk assessments and the measures put into place to control them. The Host Organisation will provide the student with the appropriate information, instruction, training and adequate supervision. The initial briefing will cover at least those matters contained in the attached checklist.
- 6) The Host Organisation will ensure that the student is not required to operate any dangerous machines, engage in any hazardous activity or to carry out work of an unsuitable or objectionable nature. The Community Host Organisation will not permit the student to do work which is prohibited by law.
- 7) The Host Organisation will supply any special or protective clothing or equipment required for the student whilst performing the work, and will ensure it is correctly worn/used.
- 8) The Host Organisation will observe restrictions in the number of hours worked and other working conditions relating to the employment of young persons as



defined in statutory legislation. The student will not be allowed to work outside the hours stipulated in the job description.

- 9) The student will not receive any payment for the work, but the Host Organisation may pay the student the additional costs of travel and meals.
  
- 10) In case of accident or sickness, the Host Organisation will notify Paget High School by telephone, and without delay, and the students' home if a telephone number is given. The student will be allowed to use whatever first aid facilities the Host Organisation provides.
  
- 11) A member of Paget High School will have reasonable access to the student during their volunteering placement. I confirm that I have read this Joint Statement of Intent and that all the points are acceptable to me.

<b>Name</b>			
<b>Professional Title</b>			
<b>Organisation</b>			
<b>Signature</b>		<b>Date</b>	

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**Host Organisation's Insurance And Health & Safety Confirmation**

<b>Name of Host Organisation:</b>	
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I confirm that this company has insurance cover currently in force to meet any liabilities to either company employees or other third parties. Please complete the details in the boxes below

a) COMMUNITY HOST ORGANISATION'S LIABILITY POLICY

<b>Name of Insurer:</b>	
<b>Renewal Date:</b>	
<b>Indemnity Limit :</b>	

b) PUBLIC LIABILITY INSURANCE

<b>Name of Insurer:</b>	
<b>Renewal Date:</b>	
<b>Indemnity Limit :</b>	
<b>Health &amp; Safety:</b>	

<b>Please confirm that your company/organisation:</b>	<b>Yes/No</b>
Has a written Health & Safety Policy	
Has completed a suitable and sufficient statutory young person's risk assessment and that risk control measures are in place	
Will provide on the first day training in any safety precautions which apply to the type of work that a student is undertaking	
Will provide a work induction programme on the first day	
Will provide protective clothing and equipment where appropriate	
In the event of an accident will record the incident in an Accident Book or suchlike and notify the School immediately	
Will ensure that the student on placement will have a named placement supervisor	

<b>Name</b>			
<b>Professional Title</b>			
<b>Organisation</b>			
<b>Signature</b>		<b>Date</b>	