

## **Volunteers & Students Work Placement Plan & Policy**

### ***Purpose***

- To encourage student placement and to make them welcome.
- To lay down guidelines for placement and volunteers and students.

### ***Responsibility***

- Head Teacher to ensure relevant policies are understood by all students and volunteers.

### ***General***

- The needs of the children are paramount. Students and volunteers will not be allowed if it hinders the smooth running of the school.
- Student shall obtain a letter from the course tutor indicating the course understudy and the reason why the placement is necessary.
- All voluntary staff shall provide at least two references one of which must not be a relative.
- All students and volunteers shall be interviewed by Management before formally offered a place.

### ***Procedure***

- All students and volunteers shall undergo the induction process as laid down in the health and safety policy.
- Students and voluntary staff will be made aware of the policies that are in place.
- Any information that is gained by the student or volunteer about the children, families or other adults in the school must remain confidential.
- Students and volunteers shall be supervised by a member of

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

staff at all times when taking children to the toilets.

- No child will be left alone with students or voluntary staff at any time.
- Students required to conduct child studies will obtain written permission from the parents of the child.

### ***Documentation***

- Letter from course tutor.
- References (2).

We at Leicester Community Academy believe that year 10 & 11 students should be given the opportunity to feel the experience of the future today by having the experience of working in an organization that will help them to prepare for the future.

### ***Employers Agreement***

All employers will need to have CRB checks completed for all employees and a valid EMPLOYERS LIABILITY INSURANCE CERTIFICATE before work placement can commence for students.

During the period of work experience, the student will be given meaningful work to carry out and will be properly instructed and supervised, especially with regard to safety at work. The number of hours worked by the student should not exceed 37 hours per week (standard 7-8 hour per day). Parents are reminded that students are classed as employees for insurance purposes and will be subject to Health & Safety regulations that legally require them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health & Safety.

Students must not enter areas designated as off limits or use/interfere with equipment also considered as off limits. Travel arrangements to and from the placement are the responsibility of the student and parents. All students with prospective employers will be given Health & Safety training, shown where the fire exits and toilets are in the premises. At no time will students be left alone or be allowed out from the employers premises without permission or parents consent.

The following organizations have agreed to; in partnership with Leicester Community Academy to offer work placements for pupils above the age of 14 (year 10 & 11):

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

Name of Organisation	Contact Details
HMC	Harun Rashid – Rolleston Street
Islamic Relief	Yusuf Ali – Chatsworth Street
Ummah Welfare Trust	Molana Zakir – Haddon Street
Rahmah Mercy	Molana Khalil – Hartington Road
S & S Fitness	Zakir Sarang – Gwendolen Road
Highfields Community Centre	Muhammad Dawud – Melbourne Rd

Maplins, Currys and Staples will also be contacted in the near future.

Reviewed: December 2017

Next Review: December 2018