

THE GROVE EDUCATION CENTRE – VOLUNTEER POLICY

Volunteers play an integral part in supporting the work done at The Grove and enrich the lives of our students.

Volunteers can enrich our students' educational experience by encouraging community participation and providing exposure to social and cultural diversity.

Screening:

Those wishing to volunteer at The Grove must provide the site with proof of 'Responding to Abuse and Neglect' (RAN) training and a copy of their DCSI – Child Related Employment Screening.

Preparation:

Volunteers will be required to participate in an Induction Session, designed to familiarise them with our values, policies and procedures, routines and the special needs of our students, before they begin volunteering.

Management:

Volunteers are inducted by a member of the Leadership Team and line-managed by the teacher to whom they are assigned. This is made clear during the Induction Session.

Record Keeping:

The following information will be collected and kept on site:

- Contact details
- Emergency contact details
- Proof of RAN training
- Copy of DCSI screening

Site Leader Rights:

Site Leaders can require a volunteer to withdraw if concerns exist about their suitability to be working with children.