



"Ag fás is ag foghlaim le chéile"

Supervision of Volunteers, Visitors and Work Experience



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Comhthéacs / Context:

Gael scoil Léim an Mhadaidh is a small, Irish medium primary school situated in the town of Limavady. The school was inspected by ETI in November 2017 and inspectors reported that ".....the arrangements for safeguarding children reflect the guidance from the Department of Education. The children report that they feel safe in the school and that they are aware of what to do if they have any concerns about their safety or welfare".

The Principal assumes overall responsibility for pupils, staff and visitors to the school, assisted by the Head of pastoral Care; Mrs Charmaine Deery.

Other Related Policies:

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy must compliment other Pastoral Care policies, and volunteers and students on work experience must also receive a copy of these listed policies;

- Child Protection and Safeguarding
- Staff Code of Conduct
- Anti-Bullying Policy
- Outings and Educational Visits Policy
- E-Safety Policy
- Administration of Medicines Policy
- Health and Safety Policy
- Intimate Care Policy
- Relationships and Sexuality Education Policy
- Special Educational Needs Policy
- Use of Mobile Phones Policy



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- Whistleblowing policy

These policies are also available to download on the school's website on www.gaelSCOILLIMAVADY.COM

Volunteers

Gael Scoil Léim an Mhadaidh assume the definition that volunteering is:

the commitment of time and energy for the benefit of society and the community, the environment or individuals outside (or in addition to) one's immediate family. It is unpaid and undertaken freely and by choice."

Join in, Get Involved: Build a Better Future Volunteering Strategy for NI, 2012, Department for Social Development.

In an educational context, a volunteer may be someone who;

- *Assumes unpaid duties in a school;*

or

- *May be engaged by the school in certain activities, such as to accompany or assist in school visits or trips; summer activity schemes or residential activities; or to undertake coaching in sports activities.*

The Safeguarding and Child Protection in Schools- A Guide for Schools Publication (updated Sept 2019) advises schools that;

"There are two types of volunteers working in schools: those who work unsupervised and those who work under supervision. Volunteers who work unsupervised are required to have an EDC. A volunteer who works under supervision is not required to obtain an EDC".

Volunteers working in a supervised capacity, must do so under the supervision of a class teacher, senior teacher or the Principal. Volunteers working alongside classroom assistants only, will require an Access NI clearance certificate as will volunteers working in an unsupervised capacity.



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The Principal will decide on the suitability of a volunteer based on their merit and experience. Where there is a specific volunteering role, the Principal may follow a selection process. All selections will provide equal opportunities and comply fully with the relevant equality legislation, Section 75, NI Act (1998). Decisions to facilitate requests for volunteering will be made by the principal, having consulted with relevant staff and will be based on the school's needs and ability to host volunteers at that time.

The Principal will ensure that Access NI clearance is received prior to volunteers working with pupils, where necessary. The school's Head of Pastoral Care, Mrs. Charmaine Deery will act as Volunteer Co-Ordinator and will organise an induction for volunteers, which will include information on safeguarding arrangements within the school, the role description, dress code, code of conduct, responsibilities, and school policies and procedures.

Visitors to the School

In order to ensure the safeguarding of the pupils in our care, visitors to the school, such as maintenance staff, delivery drivers, ETI inspectors and peripatetic support staff etc are required to use the buzzer at the school gate to gain access. They are then directed to the school office. Those who intend on staying in the school to deliver/carry out a service are required to sign in and out in the 'Visitor's Book'. Appropriate ID must be provided prior to gaining access of the school building and/or pupils. They will then be provided with a lanyard that identifies them as visitors and escorted to



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the appropriate building. Access to pupils is restricted to the purpose of the visit.

All visitors to the school cannot possibly be vetted, however the school must assure themselves of an individual's eligibility to work with pupils e.g. those visiting from an EA support service, from charities and counselling services etc will have Access NI clearance to travel and work with young people.

Work Experience

The Principal decides on the appropriateness of accepting a student on work experience. Work experience placements will be facilitated if the school is able to do so. Students selected for work experience will be selected on merit and provided with equal opportunities. All selections will comply with the relevant equality legislation, Section 75, NI Act (1998). The arrangements must be agreed with the supervising teacher or member of staff and all appropriate paperwork between the Gaelscoil and the student's school/college must be completed, shared, copied and retained by both settings.

The Gaelscoil follows EA advice to schools, which states;

"It is not necessary for schools to register and seek written approval for individual work placement arrangements from EA. It is therefore not necessary to forward forms to the EA. It is the responsibility of the school to organise work experience and be satisfied that it adheres to these arrangements..... It therefore remains a requirement and responsibility of schools that they manage and administer arrangements for the completion and retention of the appropriate work experience forms and to make information available to EA on request in the event that a claim or legal proceedings arise."



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Form Appendix 1 (Risk Assessment Checklist for Work Experience Placements) must be completed prior to a student commencing work experience and the Principal must be satisfied as to the safeguarding and health and safety arrangements in place.

The students will be provided with clear guidance of the role itself, work times/patterns, dress code, responsibilities, policies and procedures, code of conduct etc. during their induction.

Students coming into the school on work experience do not require Access NI clearance by the Gaelscoil, however the partnership school/college must confirm their eligibility. Students on work experience do not have unsupervised access to pupils of the Gaelscoil.

Monitoring and Evaluation

This policy will be reviewed every three years by staff, The Senior Leadership Team and the school's Board of Governors. Consultation will also take place with parents and The Student Council. Compliance with the policy will be monitored on an on-going basis by the Head of Pastoral Care and Principal.

Availability of this Policy

The policy will be part of an induction pack presented to volunteers and students on work experience. This policy is available to download to all stakeholders from the school's website www.gaelscoillimavady.com

Sínithe: _____ (Cathaoirleach)

Sínithe: _____ (Príomhoide)

Dáta: _____



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Appendix 1



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RISK ASSESSMENT CHECKLIST FOR WORK EXPERIENCE PLACEMENTS

To be completed by the Principal prior to commencement of placement and with consideration of the age, maturity, experience and any specific needs of the student being placed.

Name of student:			
Dates of placement:			
Specific Place of Placement within Setting:			
Date of placement assessment:			
Brief details of work to be undertaken by the pupil as agreed with the school:			
Dress code – rules on clothing and jewellery:			
Are there any particular health and safety risks specific to the placement environment? e.g. <ul style="list-style-type: none">Layout of the workplace.Physical, biological and chemical agents they may be exposed to.How they will handle work equipment.The extent of health and safety training required etc.	Yes:		
	No:		
If yes, give details below and state how risk is managed:			

Signed: _____
(Employer)

Company: _____

Job Title _____

Date: _____



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Please email a copy of this completed form, prior to the placement starting, to:

- *the school's work experience coordinator forwarding to parent/guardian of student; and*
- *the pupil's workplace supervisor/mentor.*