Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**Volunteers & Student Work Placement**
Subject Area:	Centre
Applies:	Immediately
Issued:	01/04/2022
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Sponsor:	Henri Monier-Williams in conjunction with SLT
Contact:	Henri Monier-Williams
Email:	Henri@Luccombehub.com

1. Introduction

The Luccombe Hub welcomes work experience students from both further & higher education establishments and volunteers. They bring with them a range of skills and experience that can enhance learning opportunities for the young people at our Centre.

Our Volunteers may include:

- Students on work experience from further education providers
- University students
- Ex-members of staff
- Members of local community organisations e.g. community police officers or local religious organisations.
- Members from Friends of Luccombe Hub (PTA Charity)

The types of activities that Volunteers are engaged include:

- Delivering small group sessions to aid our delivery of British Values and SMSC curriculum
- Working alongside individual children* (Student work experience placement from Higher Education settings e.g. student social workers)
- Assisting with Open afternoons and fundraising events for the Centre
- Assisting with community outreach activities from the Therapeutic Farm.
- Assisting with the running of the Therapeutic Farm.

1.1 Aims

- To provide high quality work experience that will give students the experiences necessary to pursue a career in their chosen field
- To create an opportunity for all, staff/learners and those on placement to develop professionally through reflective practices and learning strategies. Learners to receive additional learning opportunities from additional skills brought in from the student placement.
- To ensure adequate safety levels are maintained for learners who attend The Luccombe Hub, student on work placement and all staff working at the Centre.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

2. Procedures and practice

2.1 Steps

Becoming a Volunteer – Non Student Placements

Anyone wishing to become a volunteer, either for a one off event such as for a fundraising event or on a more regular e.g. helping out on the farm, should approach the Principal directly.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help at the Centre, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy and have read and signed a confidentiality agreement.

All adults who work within the Centre's community, whether a paid member of staff or a volunteer/student placement are expected to work and behave in such a way as to actively promote our Centres ethos and adhere strictly to all Safeguarding & Child protection procedures

Student Placement (Student Social Workers & other work experience)

The Luccombe Hub receives requests from further and higher education settings to offer work experience placements. Each proposed student placement is reviewed on a case by case basis and the centre works closely with the FE/HE provider to ensure best practice for placement.

Students requesting a placement which is part of their course / training will be required to produce a DBS from their college or university. If they require a separate DBS this will be chargeable.

Placement documentation will be received from the college or university and a placement learning agreement created.

2.2 Roles and responsibilities

The Principal, the student and the training provider will work collaboratively to fulfil these aims.

Training provider (University or College)	**Student Placement Coordinator (Principal)**	**Student/Volunteer placement**
➢ Apply on student's behalf for Enhanced DBS ➢ Communicate with Centre regarding the student's expected duties and commitments. ➢ Ensure adequate insurance is in place. ➢ Conduct own Health & Safety checks. ➢ Provide all relevant work placement documentation/handbook	➢ Manage communications between the Centre and the Training Provider ➢ Offer or decline placements to work experience students after initial information/meeting, subject to Enhanced DBS and photo ID being received prior to requesting. ➢ Attend induction session/s or training required by the Training Provider ➢ Hold induction meeting with student to be shown around the Centre and briefed on professional conduct, and discuss Health & Safety and Safeguarding policies ➢ Discuss and assist with the completion of Placement Learning Plan and Monitor the progress of the training plan and responding positively to any issues that arise. ➢ Carry out any required observations and provide any necessary feedback required by the Student and/or Training Provider. ➢ Ensure staff members are aware of student placement and the roles and duties to be carried out by the student. ➢ Where required, prepare a learner of the arrival of a new unfamiliar face and what they can expect.	➢ Present current, clear Enhanced DBS disclosure and photographic ID. ➢ Communicate with the Centre and training provider to inform of absences or changes to routine. ➢ Arrive punctually and be neatly presented – wearing appropriate clothing for the tasks and duties assigned. ➢ Conduct themselves in a professional manner and maintain a professional, fair relationship with children. ➢ Inform any staff members at the Centre as required in advance of any additional duties required, such as observations or reporting required. ➢ Carry out duties as directed by Principal and/or any deputised persons. ➢ Ensure you have familiarised yourself with the Centres Safeguarding & Child protection policy and receive training on how to raise any concerns you may have. ➢ Read and follow current Health & Safety including Emergency procedures.

2.3 Aspects

Confidentiality

All Volunteers & staff including work placement students are bound by a code of confidentiality. Any concerns that volunteers or students on placement have about the children they work with/come into contact with should be voiced with the Principal or appropriate Deputy and NOT with the parents of the child /persons outside Centre unless in accordance with the Centres Whistleblowing policy. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the Centre. Volunteers/Students on placement, who are concerned about anything another adult at the Centre does or says should raise the matter with the Principal.

The Luccombe Hub's Confidentiality Policy should be read and agreement signed by any volunteers/Student placements.

Supervision

Students on placement will report directly to the Principal or deputy in their absence.

Volunteers and students will receive clear guidance from members of staff, they are working alongside as to how activities should be carried out. Students only will receive information about learners on a need to know basis e.g. known triggers and suggested positive handling. No student will be left alone on a 1:1 basis if they do not feel confident to do so.

Mentoring and guidance will be provided via weekly feedback sessions from the Principal.

Volunteers will also be given clear guidance for any volunteer activity – this may change from time to time dependent on the activity involved in.

Both volunteers and Student placements are encouraged to seek clarification and further information if they are ever unsure.

Health & Safety

The Centre has a Health & Safety Policy and this is made available to Volunteers & students working at the Centre. As part of induction processes, clear information will be provided regarding emergency procedures and safety aspects specific to the duties involved. Volunteers and students need to exercise due care and attention and report any obvious hazards or concerns to the Principal.

Safeguarding

To ensure the safety of our children, The Luccombe Hub will adopt the following procedures:

- All Volunteers and students are given a copy of the Volunteer & Student Work Placement Policy as part of their induction.
- Student placements are referred to the entire suite of Policies and Procedures.
- To ensure the safety of our learners at all times, all of our Volunteers and students must have a cleared DBS, where one cannot be provided by the training provider or person requesting to volunteer, a DBS will be carried out by The Luccombe Hub.

If volunteers/students wish to work within our community support group (Nurtured by Nature) – additional induction points, DBS check for adults and adherence to Safeguarding Vulnerable adult's policy and procedures will be required. This is strictly by arrangement of Principal.

Complaints Procedure

Any complaints made about a Volunteer or student will be referred to the Principal for further investigation.

The Principal reserves the right to take the following action:

- To speak with a Volunteer or student about a breach of the Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer , e.g. helping with other activities or other learners;
- Contact the college or university to discuss the future of the placement;
- Inform the Volunteer that the Centre no longer wishes to use them.

For further information please see Centre's Complaints Policy.

3. Concluding notes

3.1 Monitoring and review

This policy will be reviewed every 3 years or sooner if required by updated guidance or legislation.

3.2 Links to other policies

All Centre policies including, Safeguarding & Child Protection, Complaints, Health & Safety and

Confidentiality

3.3 Appendices

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS
(non student placements)

Name of Volunteer:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with at the Centre?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer at The Luccombe Hub? *(please give details)*

Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to Henri Monier-Williams – Principal

Your offer of help is appreciated and we will be in touch shortly.

APPENDIX 2

VOLUNTEER AGREEMENT
(Non- Student Placements)

Thank you for offering your services as a Volunteer at The Luccombe Hub

Your application is appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement Sheet and hand it to the Principal.

- I have received a copy of the Centre's Volunteer Policy
- I agree to support the Centre's Aims and Core Values
- I agree to read the Centre's Confidentiality Policy and sign a confidentiality agreement.
- I understand that I am required to undergo a Disclosing and Barring check to advise The Luccombe Hub of my suitability as a volunteer.

When you receive a DBS Certificate, please provide a copy to the Centre for its records.

Signed: _____

Name: _____

Date: _____