



# Firm Foundation Course

## Policy on staff and volunteers

### Introduction

In line with its aims, Firm Foundation Course seeks to employ suitable, well-qualified and experienced staff and volunteers to lead classes.

It seeks to involve volunteers, to give children/young people additional individual and small group support and to ensure that there are always enough adults to supervise the children/young people and keep them safe.

In recruiting and appointing staff and volunteers, we shall follow our equal opportunities policy, our health and safety policy and our child protection policy.

**We will aim to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children/young people at the supplementary school, and who gains substantial access to them, is as safe to do so in child protection terms as can be guaranteed.**

Volunteers will not work alone with children/young people until they have completed a satisfactory probationary period.

Volunteers will work in teams, or in open environments where they are not alone with children.

All staff/volunteers will:

- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet a person specification for the post or role
- fill in a form on first appointment and annually at the start of each school year, to update their personal details, previous and current work/volunteering experience and qualifications
- supply the name of their place of work or the names of two referees who will be contacted personally
- Submit a DBS number or complete an enhanced DBS Form
- be given an induction into the supplementary school and into their own area of work, covering:
  - health and safety and child protection policies and procedures
  - the role of volunteers
  - a list of all staff and volunteers
  - a list of management committee members
  - copies of all relevant policies
  - essential procedures, such as those relating to timekeeping and the rota
  - Positive management of behaviour
  - the training and development of staff/volunteers
  - other information, as appropriate.

There will be a trial period of four weeks, to give the organisation and new member of staff or volunteer time to discover whether they are suited to each other. A review will be undertaken midway through the trial period and also at the end.

## Supervision, support and training

We at Firm Foundation Course are committed to the provision of training for all members of staff and volunteers.

Guidance, schemes of work and lesson materials will be provided by the co-ordinator.

We shall hold on going meetings of staff/volunteers to discuss general support and supervision needs and to give information about training opportunities. We shall hold updates on training in behaviour management, health and safety procedures and child protection each year.

## Health and safety

All staff/volunteers are covered by, and must implement, Firm Foundation's health and safety policy. All adults have a duty of care towards the children/young people at the supplementary school and must have concern for their safety at all times. Further guidance can be found in the health and safety and child protection policies.

## Confidentiality

Staff/volunteers and volunteers, including members of the management committee, are required to observe confidentiality at all times.

## Problem solving

If we feel that there is a concern about the work of a member of staff or a volunteer, we shall attempt to resolve it by:

- If a member of staff or a volunteer has concerns about another member of staff/volunteer and feels able to approach them about the issue, we would encourage this, as it may have been a simple oversight which can be addressed.
- If this does not resolve the concern, the member of staff/volunteer concerned should speak with the co-ordinator to discuss their concerns. The co-ordinator will then make necessary decisions.

Agreed on behalf of the Management Committee

Signed: .....

Date: .....

Date implemented:	Future review dates						
	2019	2020	2021	2022	2023		
Date reviewed							
Date approved by trustees							