



## **Requests for Work Experience or Volunteer Work**

The school receives a high level of requests for work experience placements and volunteers throughout the year. Due to safer recruitment guidelines, we are required to obtain and hold information regarding these placements. For this reason, any request for a work experience placement or volunteer work will need to be approved by SLT prior to a placement being agreed. Applicants may also be required to obtain DBS clearance as well as safeguarding references depending on the type of placement.

To ensure that there is sufficient time for all safeguarding procedures to take place, requests will need to be received a minimum of 6 weeks before the suggested placement start date.

**No volunteers or work experience placements are to be agreed without the below process being followed and approval given through the SLT Business Committee.**

- Any individual contacting the school requesting a work experience placement or wishing to volunteer should initially be directed to the vacancy section of the school website where there is a 'Volunteer Application Form'.
- Candidates should be encouraged to give as much information as possible regarding the placement including specific departments they wish to work with, whether it is to support a course, as well as any particular activities or observations they wish to undertake. Completed applications should be sent to [sch.393@educ.somerset.gov.uk](mailto:sch.393@educ.somerset.gov.uk)
- Applications will be considered by SLT in discussion with the Head Teacher to see whether the school has capacity to support the placement.
- For long term or regular placements, applicants will be invited in to discuss the role as part of an informal interview process.
- If the placement is agreed, references will be taken up and DBS Certificates requested where appropriate.
- Once all clearances have been received, a date can be agreed for the placement.
- A timetable/schedule for their time in school will be confirmed, including allocating a member of staff who will be responsible for overseeing the placement.
- All volunteers and work experience placements will receive a safeguarding briefing on their first day.