

- Treat what they see and hear in the Centre as confidential. Pupils observed in the classroom or the Centre should not be discussed outside.
- Arrive on time and ready to start the agreed task. If they must cancel, the volunteer is asked to call the office as soon as possible.
- Leave all matters of discipline to the teacher with responsibility.
- Accept direction and supervision.
- Present a positive role model.
- Adhere to the Centre's health and safety policies.
- Adhere to the VLC Safeguarding Policy – Child Protection.
- Dress in a manner that is appropriate for professional working in a classroom.
- Refrain from inappropriate language or topics of conversation.
- Adhere to the Centre's no smoking policy.
- Switch off mobile phones inside the Centre's building.

Travel and Expenses Claims

We repay any travel or other expense incurred as a result of voluntary work with us. The current rate for motor mileage is 45 pence per mile. Please supply receipts/tickets for parking or public transport journeys.

A volunteer claim form should be completed. When claiming for travel expenses a VAT receipt will be required. Please give the completed form to the office staff so that the form can be processed. Payment will be made by BACS.

Volunteer Complaint Procedure

If you have a complaint, speak in the first instance to the Schools Operations Manager who will investigate the situation and try to resolve the problem to your satisfaction.

**Voyage Learning Campus (Weston)
Oldmixon Crescent
Weston super Mare
BS24 9AX**



VOLUNTEERING AT VOYAGE LEARNING CAMPUS

Voyage Learning Campus (VLC)

The Key Functions of the Campus in partnership with other providers are to deliver:

- Teaching and pastoral support for students who are unable to attend school
- Re-inclusion support for students returning to a mainstream setting

The Campus is based at the following Centres

- Weston (Oldmixon Crescent, WSM)
- Milton – Tuition (Baytree Road, WSM)
- Nailsea (Pound Lane, Nailsea)

The Tuition Service provides tuition to students who would benefit from a more individual or very small groups system of support to enable them to continue their studies.

These students require support out of mainstream schools due to their illness or anxiety problems.

The objective of the Campus is reintegrating students into mainstream schools.

Co-ordination and Induction of Volunteers

The School Operations Manager is responsible for the recruitment and preparation of volunteers who offer their time to the Voyage Learning Campus. The School Operations Manager is responsible for the marketing of any Volunteer Opportunities and will ensure that the school website is up to date with any such positions.

The School Operations Manager will arrange for Heads of Centres to interview prospective volunteers and make available the relevant application form. The School Operations Manager will contact referees nominated by the volunteer and will identify with Heads of Centre appropriate times and areas where the volunteer can help. Once this has been established, an introductory visit and induction will be arranged with the Head of Centre.

Confidentiality

Any personal information about students and/or their families/carers or details of the work done with them is always strictly confidential and must not be discussed with anyone other than VLC staff.

If, in the process of your work with a student, that student discloses to you personal and private information about themselves, their friends or their family/carers you must immediately share that information with the teacher or teaching assistant with whom you are working.

If he/she is not immediately available please contact the Head of Centre.

Safeguarding Children

Voyage Learning Campus is committed to safeguarding pupils – and the welfare of our pupils is paramount and expects its volunteers to share that commitment.

All volunteers are given a copy of the Volunteer Policy and are asked to sign a Volunteer Agreement when they start at the Centre.

Any volunteer who applies to work at a Centre will be asked to complete a DBS form in order for an enhanced disclosure check to be made against the DfES List 99 and the LA's own records before commencing duties.

Code of Conduct

While helping in the Centre, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff.

Volunteers are expected to

- Demonstrate their support for education and give their full attention to the task in hand.
- Ensure that communication with staff and pupils is positive and therefore contributes to pupils valuing the work they do.