



JOCKEY CLUB
SARAH ROE SCHOOL
賽馬會普樂學校



JCSRS Volunteer and Intern Policy



JCSRS VOLUNTEER/INTERN POLICY

Definition for the purposes of this document

‘A volunteer/intern is defined as a person who is committing to spend an agreed period of time working with students and staff at Jockey Club Sarah Roe School’

1 INTRODUCTION

1.1 Statement of Intent

The purpose of Jockey Club Sarah Roe School (JCSRS) is to provide excellence in its education and training provision and to be a centre for exceptional development in special education and therapy provision.

- 1.2 JCSRS recognises that there are situations in which volunteers/interns can gain relevant work experience within the school in order to improve their employment prospects and make an appropriate and significant contribution to the school. This document defines the terms and sets out the principles, practices and procedures which JCSRS follows in the appointment and management of volunteers/interns.

2 PRINCIPLES

- 2.1 In appointing volunteers/interns JCSRS adheres to the following principles:

- (a) The contributions of volunteers/interns complements and does not replace or interfere with the work of existing employees.
- (b) Volunteers/interns are not used to do the work of paid staff during an industrial dispute.

3. RECRUITMENT OF VOLUNTEERS/INTERNS

- 3.1 Volunteers are selected through the following process:

Step 1:

The applicant submits a letter of application, a CV and details of two referees on request.

Step 2:

The prospective volunteer/intern is interviewed by a member of the school leadership team and/or designated line manager.

Step 3:

If accepted for the volunteer/intern placement the applicant is required to complete a Volunteer/Intern Registration & Disclosure Form.

Arrangements for insurance cover and volunteering/intern hours are agreed and confirmed.

Step 4:

On commencing their placement at JCSRS each successful volunteer receives from the management for the placement:

- (a) A planned induction
- (b) Access to relevant policies as required, and a copy of either the staff or Educational Assistants Handbook as appropriate.
- (c) Regular supervision and support sessions.

4 EQUAL OPPORTUNITIES

JCSRS is committed to providing equality of opportunity in employment and the provision of volunteer and intern placements. The school is committed to providing an environment free of stereotype and being responsive to the needs of individuals in a fair and equitable manner. The school aims to ensure that all people receive positive and sustained support from their first point of contact.

5 CHILD PROTECTION

JCSRS believes that it is every child's right to live in conditions which promote the optimum development of their intellectual, physical, emotional and moral well-being. Issues relating to child protection are important and ESF has an established policy to provide guidelines and procedures for schools for dealing with such issues. Child protection is the responsibility of all who have children in their charge. Should a volunteer/intern have concerns regarding child protection issues they should contact the principal immediately.

Information about Child Protection and safeguarding at JCSRS is available on our website (<http://www.jcsrs.edu.hk/safeguarding-and-wellbeing/>) and will be discussed with the applicant at interview. The volunteer/intern will be asked to familiarise themselves with this information.

6 DISCIPLINE AND GRIEVANCE

6.1 Volunteers/ interns are subject to the ESF Discipline and Grievance Policy



7 TERMINATION

- 7.1 Where the volunteering/intern activity is for a specific purpose and is due to cease, the volunteer will be given clear notice of the projected date of cessation.
- 7.2 The role and placement of the volunteer may be terminated in accordance with ESF policies and procedures. In all cases the volunteer/intern will be entitled to an explanation of the decision and action taken.

8 TRAINING AND INVOLVEMENT

- 8.1 Where a volunteer/intern is based at JCSRS on a day to day basis she/he will be invited to attend team activities and meetings as appropriate.
- 8.2 Volunteers/interns working at JCSRS are also entitled, subject to funding and availability, to have access to any training related to their ability to perform the role being undertaken.

(As of Mar 2017)

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