 <p>ddletb Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board</p>	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 1 of 15

Introduction

The purpose of this policy is to provide guidance on all aspects of volunteering and work experience in Dublin and Dún Laoghaire ETB.

Definition of a Volunteer

Volunteers may be recruited on a pro-active basis by the ETB. Potential volunteers may also apply speculatively or come via a volunteer placement service. Work experience/placement students working in Dublin and Dún Laoghaire ETB schools/centres/programmes also fall under the definition of a volunteer.

Individuals must be able to demonstrate a commitment to the aims of the school/centre/programme and will only be placed if their needs, knowledge and skills match the needs of the school/centre/programme. No person who has a conflict of interest with any aspect of the ETB will not be accepted as a volunteer. No financial reward will be gained by the volunteer.

Note: The work of Dublin and Dún Laoghaire ETB Volunteers will never be seen as a substitution for paid employment. The work of volunteers supports and complements the work of paid staff.


Work experience applicants (in classroom setting) must satisfy one of the following conditions:

- Hold a degree in a relevant area of education
- Enrolled at a teacher training college and seeking teaching practice as part of their course (this may be arranged by their college)
- Have commenced (or are shortly to commence) their post-graduate teaching qualification PDE
- Must be vetted in accordance with DDLETB Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Expectations of Dublin and Dún Laoghaire ETB

The volunteer is expected to agree:

ONLINE VERSION IS CONTROLLED. DOWNLOADED OR HARD COPY IS UNCONTROLLED
--

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 2 of 15


- To maintain and uphold the good name and reputation of the ETB and school/centre/programme
- To aim for high standards of efficiency, reliability and quality in all aspects of the contribution
- To co-operate with paid members of staff, to listen and learn from what they have to say and to work to achieve the aims of the school/centre/programme
- To respect the need for confidentiality
- To take responsible care of his/her own health and safety whilst volunteering
- To take reasonable care of other who may be affected by his/her actions or omissions
- To encourage two-way communication with other volunteers and paid staff and foster a pleasant and friendly atmosphere.
- To inform their supervisor if scheduled but unavailable to attend, so alternative arrangements can be made
- To respect all premises, equipment and property of Dublin and Dún Laoghaire ETB
- Not to remove any records belonging to the school/centre/programme or Dublin and Dún Laoghaire from the premises at any time without proper advance authorisation and return to Dublin and Dún Laoghaire ETB upon request and, in any event, upon termination of the period of volunteering, any records and property belonging to the school/centre/programme or Dublin and Dún Laoghaire ETB.

In return

Dublin and Dún Laoghaire ETB regard volunteers as a valuable resource and aims to train, support and supervise its volunteers to the best of its ability, and to act quickly and fairly if difficulties arise.

Dublin and Dún Laoghaire ETB agrees:

- To recognise that successful volunteer involvement incorporates the motivations, aspirations and choice of the volunteer.
- To respect the volunteer, listen and learn from what he/she has to say and consistently encourage two-way communication, particularly in relation to constructive feedback.
- To attempt to match the needs of the organisation with the skills, knowledge, experience and motivation of the volunteer.
- To ensure the health, safety and welfare of all volunteers whilst undertaking volunteering activities.

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: [1]
Description: Volunteering and Work Experience Policy		Page: [3 of 15]

- To foster a friendly and supportive atmosphere – aiming to make volunteering a rewarding experience for all.
- To treat all data pertaining to the volunteer in a confidential manner.
- To recognise, in writing, the positive contribution of the volunteer.
- To respect the right of the volunteer to terminate his/her relationship with the centre.

Application Procedure

All volunteers offering services to Dublin and Dún Laoghaire ETB will have their offers dealt with promptly.


The following procedure will be adopted:

- All volunteers will be briefed on the volunteer needs of school/centre/programme and asked to complete a **volunteer application form**.
- This application form will be assessed by the Principal/Manager/Programme Co-Ordinator.
- The service offered by the volunteer will be checked against Dublin and Dún Laoghaire ETB Recruitment Policy and Insurance Policy. The Principal/Manager/Co-Ordinator will liaise with the HR Department of the ETB to clarify outstanding issues.
- The Principal/Manager/Co-Ordinator will contact the **two referees** named on the application form and request from each a written character reference for the applicant.
- Applications will be informed in writing re the success or otherwise of their application.
- Applications who are successful with their written application will be invited to meet with the Principal/Manager/Co-Ordinator and/or staff. This meeting will determine the suitability of matching the volunteer with the roles and tasks of the organisation.
- A Volunteering Agreement will be completed and signed by the volunteer and Principal/Manager/Co-Ordinator on completion of the above process.

Successful applicants (over 18 years of age) will be required to:

1. Undergo Garda Vetting. Must be vetted in accordance with DDLETB Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
This is normally undertaken but Dublin and Dún Laoghaire ETB with the following exceptions.

ONLINE VERSION IS CONTROLLED. DOWNLOADED OR HARD COPY IS UNCONTROLLED

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 4 of 15

- Where vetting is arranged for student teachers through the relevant Training College/University, the school must obtain the original vetting letter outlining the outcome of vetting which the student teacher has received from the Training college/University and forward this on to the Human Resources (HR) Department with the Volunteering Application Form.

In the absence of such a document the volunteer/work placement student must complete a Dublin and Dún Laoghaire ETB Garda Vetting form which should be forwarded for processing to the HR Department.

The Process can take 4-6 weeks and the volunteer cannot start until the Garda Vetting process is complete. DDLETB Vetting Policy

The Volunteer may also be required to:

2. Participate in child protection awareness training. This will be organised by the Principal/Manager/Co-Ordinator.


Successful applicants (16/17 yrs) will be required to:

1. Provide parental/guardian permission, in writing
2. Undergo Garda Vetting (with parental/guardian consent)
3. Work in accordance with the Protection of Young Persons (employment) Act 1996

Induction Training

Induction training will be delivered, prior to the commencement of volunteering duties, by the Principal/Manager/Co-Ordinator who will clearly explain:

- The role and tasks of the volunteer
- The procedures pertaining to the tasks
- Health & Safety procedures including emergency evacuation procedures
- The history, objectives, ethos and organisation of schools/centres/programmes
- School/Centre/Programmes Best Practice Guidelines
- The relationships between the Principal/Manager/Programme Co-Ordinator, paid staff and the volunteer; the students/learns/programme participants and the volunteer' the school/centre/programme and the volunteer.
- Volunteers must seek prior approval from the Principal/Manager/Programme Co-ordinator before undertaking anything that might affect the

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 5 of 15

school/centre/programme of the ETB. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.

- Support for the volunteer e.g. shadowing, reporting, supervision and review procedures and who will provide this service (named staff member(s)). Youth volunteers i.e. under 18s, will be supervised at all times.
- Working conditions for the volunteer (time sheet, dress code, work space, rest periods, length of service etc.)
- Reporting procedures


The volunteer and the Principal/Manager/Programme Co-Ordinator/Paid staff member will provide documentation outlining:

1. The roles and tasks of the volunteer
2. The procedures pertaining to each task
3. The monitoring procedures and provision of constructive feedback to be undertaken by named staff members
4. The working conditions of the volunteer
5. The probation period
6. The length of service
7. The rules of the school/centre/programme as they pertain to the volunteer
8. The procedure for reporting concerns or grievances

FAILURE TO ABIDE BY THE RULES AND REGULATIONS OF THE SCHOOL/ CENTRE/ PROGRAMME MAY RESULT IN THE TERMINATION OF THE VOLUNTEER'S RELATIONSHIP WITH DUBLIN AND DÚN LAOGHAIRE ETB.

Exit Interviews

Where possible, informal exit interview are held with any volunteers who are leaving the school/centre/programme, either because they have reached the end of their project, or are leaving for some other reason. Interviews are usually conducted with the volunteer's ex-supervisor and written records kept. The session should ascertain why the volunteer is leaving, how they found the volunteering experience and what suggestions they offer to improve the way the organisation operates.

 <p>Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board</p>	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 6 of 15

Responsibility


The Principal/Centre Manager/Programme Co-ordinator is responsible for ensuring that the policy and the procedures in this document are implemented efficiently and effectively. All other staff and volunteers are expected to facilitate this process.

Implementation and Review

This policy will be reviewed periodically and in light of any legislative and procedural changes.

Appendices

1. Application Form for Volunteering / Work Experience
2. Reference Form
3. Volunteering / Work Experience Agreement

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 7 of 15

Appendix 1

DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD

VOLUNTEERING / WORK EXPERIENCE APPLICATION FORM

Note: The information provided on this form is confidential and will be retained, used and disclosed by (Enter School/Centre Name) and centrally by Dublin and Dún Laoghaire ETB in line with the Data Protection Notice on Page 4. Please complete this form as fully and as clearly as possible.

PERSONAL DETAILS

First Name:	Last Name:
Address:	
Telephone:	Home: Mobile:
Email:	

QUALIFICATIONS

School/College Attended	From	To	Title of Qualification/s	Level of qualification/s Hons/Pass

ONLINE VERSION IS CONTROLLED. DOWNLOADED OR HARD COPY IS UNCONTROLLED



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
 Átha Cliath agus Dhún Laoghaire Education and Training Board

DDLETB Policy

Reference: PD - HR - 001

Revision: 1

Description: Volunteering and Work Experience Policy

Page: 8 of 15

Current Studies - School/College	Current Year (1 st /2 nd /3 rd)	Title Of Qualification	Subjects
-------------------------------------	---	------------------------	----------

CAREER TO DATE


From	To	Employer	Post Held	Duties

What do you wish to gain from this work experience/volunteering placement?

What experiences – in employment, education or otherwise, do you feel have prepared you for this work experience/volunteering placement?

Please indicate any interests/talents/skills that you can offer?

(Continue on a separate sheet if necessary, print name on the top of each sheet)

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 9 of 15

DATE/TIME AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Dates	From		To	
-------	------	--	----	--

GARDA VETTING

Have you been Garda Vetted by your College or the Teaching Council? Yes No

If Yes – attach the original Garda Vetting letter from your College/Teaching Council (this will be copied and returned to you)


If No – complete and return the DDLETB Garda Vetting Application Form

Note: the Garda Vetting process can take 4-6 weeks and must be completed before work experience/volunteering commences

REFEREES

Dublin and Dún Laoghaire ETB reserves the right to contact the referees named below. These referees must know the candidate. Referees must not be family members or relatives of the applicant. Any offer of a work experience/teaching practice position with Dublin and Dún Laoghaire ETB is subject to satisfactory references.

	REFEREE 1	REFEREE 2
Name:		
Address:		
Telephone:		
How does this person know you?		

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 10 of 15

DECLARATION

Dublin and Dún Laoghaire Education and Training Board owes a duty of care to its students. The Committee has a duty to satisfy itself that no employee poses a threat to students or staff. The ETB must, therefore, ask the following questions:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare? Yes No

Are you at present, or have you in the past, been the subject of any investigation by the Gardaí or HSE or has any action ever been taken against you with regards to a child/children under 18 years of age, or any other investigation, criminal or otherwise, whether or not resulting in acquittal or exoneration?


Yes No If yes, please provide details:

I confirm that nothing within my personal or professional background renders me unsuitable for a post which involves working with children or vulnerable adults. I agree that I will abide and accept the terms and conditions of participation including the Child Protection Policy of Dublin and Dún Laoghaire ETB. I agree to allow Dublin and Dún Laoghaire ETB to contact the above referees to obtain a character reference.

I declare that the information that I have given in this application is true and correct. I understand that should any information prove false or inaccurate, the management of Dublin and Dún Laoghaire ETB reserves the right to terminate its relationship with me as volunteer. I understand that in the event of being offered a volunteer position, Dublin and Dún Laoghaire ETB, may make enquiries with relevant third parties (Tusla and/or Gardaí) in relation, to child welfare or criminal matters and **I agree to comply with the Dublin and Dún Laoghaire ETB Garda Vetting procedure.**

Signed: _____ Date: _____

Thank you for your interest in work experience/volunteering with Dublin and Dún Laoghaire ETB.

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 11 of 15

Please return completed application form to:

For internal use only (applicants should not complete this part)

Notes:


Interview Date (if applicable):

Data Protection

Personal Data on this Form

Dublin and Dún Laoghaire ETB is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of volunteering administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify you of school/centre/ETB events or activities. While the information provided will generally be treated as confidential to Dublin and Dún Laoghaire ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, An Garda Síochána, and Tusla, the Child and Family Agency. We rely on volunteers to provide us with accurate and

ONLINE VERSION IS CONTROLLED. DOWNLOADED OR HARD COPY IS UNCONTROLLED

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 12 of 15

complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the School Principal, Centre Manager or Programme Co-ordinator.

Data Protection Policy of Dublin and Dún Laoghaire ETB

A copy of the full Data Protection Policy of Dublin and Dún Laoghaire ETB is available at www.ddletb.ie or on request from The Chief Executive, Dublin and Dún Laoghaire ETB, Administration Office, 1 Tuansgate, Belgard Square East Tallaght Dublin 24 [DDLETB-Data-Protection-Policy-May-2018-.pdf](#)

Photographs of Volunteers

The school maintains a database of photographs of ETB school/centre/programme events held over years. It has become customary to take photos of students, staff and volunteers engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school/centre. Photographs may be published on school/centre/ETB website or in brochures, newsletters, local and national newspapers and similar productions. In the case of website photographs names will not be recorded with the picture. If you would prefer not to have your photograph included in such records, please notify the School Principal, Centre manager or Programme Co-Ordinator



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

DDLETB Policy

Reference: PD - HR - 001

Revision: 1

Description: Volunteering and Work Experience Policy

Page: 13 of 15

Appendix 2

**DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD
VOLUNTEER / WORK EXPERIENCE REFERENCE FORM**

NAME OF APPLICANT FOR VOLUNTEERING / WORK EXPERIENCE

[Empty text box for applicant name]


Has expressed an interest in becoming a volunteer / doing work experience with DDLETB and has given your name as a referee. Please give a brief character reference:

[Multiple horizontal lines for character reference text]

This post involves access to children and/or vulnerable adults and as an organisation committed to the welfare and protection of children and/or vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children/young people or vulnerable adults.

Yes No

If you have answered yes, we will contact you in confidence. How long have you known this person?
In what capacity?

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - HR - 001	Revision: 1
Description: Volunteering and Work Experience Policy		Page: 14 of 15

Signed:

Date:

REFEREE'S NAME:

ADDRESS:

PHONE:

E-MAIL:

Please return to: [enter name of school / centre]

Note: The information provided on this form is confidential and will be retained, used and disclosed by Dublin and Dún Laoghaire ETB in accordance with the Data Protection Policy.

Appendix 3

DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD

VOLUNTEERING / WORK EXPERIENCE AGREEMENT

Volunteers Details

First Name:	Last Name:
-------------	------------

Address:		
Telephone:	Home:	Mobile:
Email:		
Emergency Contact :	Name:	Phone Number:

School/Centre/Programme:

Reporting to:

ONLINE VERSION IS CONTROLLED. DOWNLOADED OR HARD COPY IS UNCONTROLLED



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

DDLETB Policy

Reference: PD - HR - 001

Revision: 1

Description: Volunteering and Work Experience Policy

Page: 15 of 15

Volunteering Dates

From:

To:

Agreed Hours of Attendance:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Agreed Duties:

Signatures of parties to the agreement:

I have read and understood the DDLETB Volunteering /Work Experience Policy and agree to abide by the conditions laid down.

Volunteer

Date

(_____) **Date**

Signed on behalf of Dublin and Dún Laoghaire ETB (Principal/Director/Co-ordinator)