



**etb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*

# **CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD**

## **VOLUNTEERING AND WORK EXPERIENCE POLICY**

**Adopted by Cavan and Monaghan Education and Training Board**

**on 11 September 2013**

## **INTRODUCTION**

The purpose of this policy is to provide guidance on all aspects of volunteering and work experience in Cavan and Monaghan 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 Cavan and Monaghan 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 be accepted as a volunteer. No financial reward will be gained by the volunteer.

**Note: The work of Cavan and Monaghan 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 the 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.

## **EXPECTATIONS OF CAVAN AND MONAGHAN ETB**

The volunteer is expected to agree:

- 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 reasonable care of his/her own health and safety whilst volunteering.
- To take reasonable care of others 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 that alternative arrangements can be made.
- To respect all premises, equipment and property of Cavan and Monaghan ETB.
- Not to remove any records belonging to the School/Centre/Programme or Cavan and Monaghan ETB from the premises at any time without proper advance authorisation and return to Cavan and Monaghan 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 Cavan and Monaghan ETB.

### **IN RETURN:**

Cavan and Monaghan 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.

### **Cavan and Monaghan ETB agrees:**

- To recognise that successful volunteer involvement incorporates the motivations, aspirations and choices 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.
- 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 Cavan and Monaghan 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 Cavan and Monaghan 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.
- Applicants will be informed in writing re the success or otherwise of their application.
- Applicants 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. This is normally undertaken by Cavan and Monaghan ETB with the following exceptions.
  - 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.
  - If the volunteer has been vetted by a national sporting organisation e.g. GAA, FAI in the last 2 years he/she may not need to be vetted by the ETB. The Garda Vetting evidence letter should be forwarded to HR Department for examination.

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

The process takes 12 + weeks and **the volunteer cannot start until the GV process is complete**

**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 (16/17yrs)** 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/Programme 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 relationship between the Principal/Manager/Programme Co-Ordinator, paid staff and the volunteer; the students/learners/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 school/centre/programme or 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 CAVAN AND MONAGHAN ETB.**

## **EXIT INTERVIEWS**

Where possible, informal exit interviews 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 are 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.

## **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**

Policy adopted by Cavan and Monaghan Education and Training Board on 11 September 2013.

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

APPENDIX 1

**VOLUNTEERING / WORK EXPERIENCE APPLICATION FORM**

Note: The information provided on this form is confidential and will be retained, used and disclosed by <name of school/centre/programme> and centrally by Cavan and Monaghan 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: <span style="margin-left: 100px;">Mobile:</span>
Email:	

**QUALIFICATIONS**

School/College Attended	From	To	Title of Qualification/s	Level of qualification/s Hons/Pass
Current Studies - School/College	Current Year (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )		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?

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

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

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

### 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 or a national sporting organisation e.g. GAA, FAI? 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 Cavan and Monaghan ETB Garda Vetting Application Form

**Note: the Garda Vetting process can take 12 weeks and must be completed before work experience/volunteering commences**



## REFEREES

Cavan and Monaghan 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 Cavan and Monaghan ETB is subject to satisfactory references.

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

## DECLARATION

Cavan and Monaghan Education and Training Board owes a duty of care to its students. The ETB has a duty to satisfy itself that no volunteer 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:

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I confirm that nothing within my personal or professional background renders me unsuitable to volunteer in 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 Cavan and Monaghan ETB. I agree to allow Cavan and Monaghan 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 Cavan and Monaghan ETB reserves the right to terminate its relationship with me as volunteer. I understand that in the event of being offered a volunteer position, Cavan and Monaghan ETB, may make enquiries with relevant third parties (Health Service Executive and/or Gardaí) in relation, to child welfare or criminal matters and **I agree to comply with the Cavan and Monaghan ETB Garda Vetting procedure.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in work experience/volunteering with Cavan and Monaghan ETB.**

**Please return completed application form to:**

**The Principal/Programme Co-ordinator**

Name of school/centre/programme

Address of school/centre/programme

Email address

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

Notes: \_\_\_\_\_

\_\_\_\_\_

Interview Date (if applicable): \_\_\_\_\_

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**Data Protection**

**Personal Data on this Form**

Cavan and Monaghan 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 Cavan and Monaghan 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 the Health Service Executive. We rely on volunteers to provide us with accurate and 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 Cavan and Monaghan ETB**

A copy of the full Data Protection Policy of Cavan and Monaghan ETB is available at [www.xxxxxx.ie](http://www.xxxxxx.ie) or on request from The Chief Executive, Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan.

**Photographs of Volunteers**

The school/centre 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.

**VOLUNTEER / WORK EXPERIENCE REFERENCE FORM**

**NAME OF APPLICANT FOR VOLUNTEERING / WORK EXPERIENCE**

Has expressed an interest in becoming a volunteer / doing work experience with [enter name of school/centre/programme] (Cavan and Monaghan ETB) and has given your name as a referee.

Please give a brief character reference:

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? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**REFEREE'S NAME:**

**ADDRESS:**

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

*Please return to Principal/Manager/Co-ordinator [enter name of school/centre/programme]*

**Note: The information provided on this form is confidential and will be retained, used and disclosed by [enter name of school/centre/programme] and centrally by Cavan and Monaghan ETB.**

APPENDIX 3

**VOLUNTEERING / WORK EXPERIENCE AGREEMENT**

**Volunteers Details**

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

<b>School/Centre/Programme:</b>
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<b>Reporting to:</b>
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<b>Volunteering Dates</b>	<b>From:</b>	<b>To:</b>
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**Agreed Hours of Attendance:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

<b>Agreed Duties:</b>
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**Signatures of parties to the agreement:**

I have read and understood the Cavan and Monaghan ETB Volunteering & Work Experience Policy and agree to abide by the conditions laid down.

\_\_\_\_\_  
**Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
(

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\_\_\_\_\_  
**Date**

**Signed on behalf of Cavan and Monaghan ETB (Principal/Manager/Co-ordinator)**