**A checklist for volunteer organisations to involve school students as volunteers**

This checklist has been produced by the Department for Education. It is provided to host organisations as a suggestion. You can adapt it to suit your needs. Schools can use and adapt this checklist as well.

Name of host organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing the checklist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Task** | **Completed**  | **Details:** |
| **Before volunteering starts** |  |  |
| Connect with a school. Identify mutually beneficial outcomes | 🗆 | <add more information here> |
| Talk to school staff about how you can help to link volunteer programs to the learning goals of students  | 🗆 | <add more information here> |
| Confirm dates, location and times with school | * dates
* location
* times
 | <add more information here> |
| Set up risk management, supervision and duty of care processes with school staff | 🗆 | <add more information here> |
| Volunteer policy and procedure is up-to-date  | 🗆 | <add more information here> |
| Child safe environment requirements and screening checks are in place (if needed) | 🗆 | <add more information here> |
| Appropriate insurance is confirmed. Provide a copy of the Certificate of Currency to the school to confirm Public Liability insurance is in place for volunteers (including those under 18 years of age)  | 🗆 | <add more information here> |
| Roles and names of organisation’s coordinator(s), the school staff member(s) and the student volunteers are clarified with everyone | 🗆 | <add more information here> |
| Identify record keeping requirements.  | 🗆 | <add more information here> |
| Provide student volunteers with induction and training, including work health and safety | 🗆 | <add more information here> |
| **During volunteering** |  |  |
| Keep in touch with school staff about things like changes to schedules, roles, travel arrangements and photographing students  | 🗆 |  |
| Supervision of students by school staff is in place | 🗆 |  |
| Share as soon as possible any concerns about a student’s wellbeing or safety with school staff | 🗆 |  |
| Keep records updated | 🗆 | <add more information here> |
| **After volunteering** |  |  |
| Ask students and school staff for feedback about their volunteer experience | 🗆 | <add more information here> |
| Recognise students for their contribution  | 🗆 | <add more information here> |
| Measure the impact of student volunteering to your organisation and share the information  | 🗆 | <add more information here> |