



## Volunteer Policy

We welcome a variety of adults into school on a voluntary basis. These may be parents, relatives, other adults or community members looking for placements to gain experience or who can offer support in the delivery of the curriculum. We also welcome student teachers from Universities and training institutions as well as work experience students from other schools and colleges. All these adults or young people have a particular talent, expertise or interest which is linked to a class or school-based topic.

In general, adults will approach the school or a class/subject teacher and express an interest in volunteering. Class teachers will then direct the adult to the school receptionist to request an information pack and DBS Disclosure form. This should be returned to reception where it will be passed on to the school business manager.

It is the responsibility of the class teacher to keep the school business manager informed of adults who have offered to help in school and to check that the adult has the appropriate DBS clearance.

All helpers are required to become familiar with school routines and practice. They should read the school handbook and safeguarding policy before commencing their role. They are asked to discuss any concerns or uncertainties with the Class Teacher or Designated Safeguarding Officer.

Teachers should always discuss the plans for teaching and learning with the volunteer giving clear instructions for their role in helping individuals or groups of children. Mutual respect should be emphasized between pupils and adults. The teacher or teaching assistant will be available at all times to assist, explain and support the helpers in their tasks.

### **Clearance and Security Procedures**

It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

An information pack will be given to adults who express an interest in becoming a volunteer in school. This pack will consist of:

- Volunteer Application Form and Policy

- Volunteer Agreement
- Parent handbook
- DBS information
- Safeguarding policy

All volunteers who have regular contact with children will be asked to complete a 'Volunteer Application Form', and DBS Enhanced Disclosure. The school will seek a reference for the volunteer based on information given on the application form.

Applying for DBS clearance also entails an identity check to verify that the applicant is who they claim to be. If the volunteer has spent time working or living outside of the UK, a DBS from this country may also be required.

DBS checks can take up to three months to process, so applications must be made well in advance. It is necessary to wait for clearance of the DBS before an adult is invited into school. If a disclosure is not satisfactory, it will be the responsibility of the DSL to decide whether the offences shown make the person unsuitable to work with children. It may be necessary for the DSL to meet the applicant in order to ascertain more information.

Under safeguarding legislation, the school must hold a Single Central Register that lists volunteers as well as paid staff.

Following clearance, the volunteer will be asked to come into school for an induction meeting with the school business manager. This meeting will give an opportunity for the volunteer to ask any questions and for the school to familiarise the volunteer with key school policies relating to their role such as:

- Safeguarding and Child Protection
- Confidentiality
- Health & Safety
- Behaviour management
- Code of Conduct

This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered and to sign the Volunteer Agreement.

As part of the school's safeguarding procedures, all volunteers are requested to sign into the visitor's book at the main entrance and to collect a Visitor's badge.

Any accompanying adults who will stay overnight or transport children (unaccompanied by a DBS holder) will need to complete a DBS check.

<b>Issue Date:</b> Jan 2017	<b>Review Date:</b> Autumn Term 2019
<b>Authorised by:</b> <b>Name:</b>	

<b>Job title:</b>	<b>Sign:</b>
<b>Date:</b>	

## Volunteer Application Form

<b>Surname and title:</b>	<b>Forename:</b>
<b>Previous names:</b>	<b>Date of birth:</b>
<b>Home Tel No:</b>	<b>Home address:</b>
<b>Mobile:</b>	
<b>Email Address:</b>	
<b>Relevant skills, training qualifications or job history if applicable:</b>	
<b>Medical history disclosure:</b> Eg: back complaint/Epilepsy etc	
<b>Please indicate what kind of work you are volunteering for?</b> Group work/display work/administration/visits/crafts/sports coaching etc	

**Other information in support of this application:**

*Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative.*

<b>Referee's Name:</b>	<b>Position:</b>
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<b>Referee's Address:</b>	<b>Telephone Number:</b>
	<b>Email Address:</b>

**The College and Council of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**  
*The school requires all volunteers working on a regular basis to complete an application for an Enhanced Disclosure and Barring Service Check*

<b>Signature:</b>	<b>Date:</b>
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**Volunteer**

**Agreement**

This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any times at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

The process of arranging a clearance and induction process for volunteers takes time and cost to school staff and we would therefore request that your commitment to the school is for a minimum of 5 sessions.

Name of Volunteer:		
Agreed start date:		
Frequency/duration, general area(s) of work:		
School Link Person:		
Signed:	(School Business Manager)	Date:
Signed:	(Volunteer)	Date: