

Volunteers



Volunteers Policy

1. Strategy

- 1.1 Our volunteer's policy enables interested parents and community members to know the process for helping in school. It states how these interested parties should be vetted to protect the children and keep them safe. Volunteers in the school help to show the children how members of our community are living out our school vision by offering a **service** to others, which in turn can give them additional support and interests which will help them to **achieve** and feel a sense of **joy**. This will enable them to see how they and others are '**fearfully and wonderfully made.**' Psalm 139.
Volunteers offering their services to the school are always welcomed and much valued.
- 1.2 Anyone interested will be asked to fill in a volunteer helper form (see Appendix A), stating when they are available and in what area they would like to work. The form is then returned to school via the children or in person by the volunteer.
- 1.3 The Head teacher will consider all offers of help and place them to the benefit of the children, teacher and volunteer.

2. Policy

- 2.1 We appreciate anyone who is able to give of their time freely for the benefit of the children. We encourage a range of volunteers to offer help as this serves as a good role model for the children.
- 2.2 Helpers have included:-
 - Parents
 - Grandparents
 - Retired teachers
 - Teenagers from local schools
 - Teachers' relatives
 - Governors
 - Adults living in our local community.
- 2.3 Their role is often to:-
 - Hear readers
 - Support trips and outings
 - Support the teacher and learning of small groups of children

Volunteers Policy

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3. Procedure

- 3.1 Before working in school, all volunteers will be required to meet with the Headteacher or Assistant Headteacher to discuss their reasons for wanting to volunteer; their skills and have a discussion of where they would best be placed. The volunteer will then be asked to apply for a DBS if they are intending to work in school on a regular basis. Proof of identity and proof of residence is necessary so details, from a range of documentation such as, Birth Certificate, Passport, Driving Licence and utility bill will be needed. The form is completed online and the details are verified by the Headteacher. The form is confidential and personal details are not disclosed to other members of staff. Two references are also required as part of this process and should be provided on the school's volunteer reference template.
- 3.2 Once a clear DBS is received and references have been received, the volunteer will be requested to attend school for an induction meeting with the Headteacher/Assistant Headteacher, where relevant policies and procedures will be shared. All volunteers will be given a Safeguarding briefing by the DSL, to explain the importance of the safeguarding, health, safety and welfare of our children and of the best practice when working with children. They will also be given a booklet to refer to regarding Safeguarding. They will be directed to the Safeguarding policy and documentation which is held in the staff room (refer to Child Protection/Safeguarding Policy for details.) The volunteer will sign & date a record sheet kept by the DSL to show they have read the Safeguarding Policy and that they have received a briefing
- 3.3 A job description and privacy notice for the volunteer will also be issued so that the volunteer fully understands their role whilst in school.
- 3.4 On arrival at school, all volunteers must sign in and record the date and time of arrival in the 'Visitors Book'. Visitor's stickers/lanyards should be worn for the duration of the visit. On leaving, volunteers should remember to sign out.

4. Linked policies

Other Relevant Policies that cross reference with this one are:
Health, Safety & Welfare Policy, Child Protection/ Safeguarding Policy.

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Blakedown C. E. Primary School

Volunteer Helper

Name -----

I am willing to help out in school and would be available at the following times:

Day	am	Pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I would be particularly interested in helping in the following ways.
(Please tick any that would interest you).

Hearing Readers

Supporting group activities in Literacy/Numeracy

Art/Craft

General Help

Making Resources

I understand that I will need to complete a DBS check and take part in Safeguarding training. I understand that my details need to be verified before I will be allowed to work with children.

Signed: -----Date: -----

Evidence of ID & address seen & verified by.....Date:.....