



Christchurch Infant School

Volunteer Policy and Application

Form

Next Review Date:	November 2023
Date:	November 2022

Christchurch Infant School Volunteer Policy

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

Christchurch Infant School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- PTFA
- Local interest groups e.g. Civic Society, Royal Legion

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Reading with individual pupils
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should complete and return the necessary paperwork which is available on request. Original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references will be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated. Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy. An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Christchurch Infant School. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the business manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies at <https://www.christchurchinf.dorset.sch.uk/> or from the school office.

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Code of Conduct
- Confidentiality Policy
- Communication Policy
- Behaviour Policy and C19 Addendum
- Health and Safety Policy and C19 Addendum
- SEND Policy
- Keep Children Safe in Education 2022 Part 1
- Internet Safety Policy
- Fire Evacuation Procedures
- Data Protection Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school values. We expect children, staff, parents and the learning community to share our values which are:

- We do our best
- We believe in ourselves
- We work as a team

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer Code of conduct regulations and ICT Acceptable Use (where appropriate).
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress in line with the schools Dress Code – see code of conduct.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the kitchen extension area, but be reminded of school policies as stated above.
 - Not to take part in playground break duties unless specified to by Headteacher (i.e. part of student placement requirement).

- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

Safeguarding

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation. The Headteacher (or delegated staff member in his absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

Volunteer Application Form

We always appreciate extra help in school, whether it's reading with children, sharing your own expertise or working with small groups. If you are thinking about volunteering in school or you have volunteered before, you will need to attend an annual briefing meeting, about working in school, prior to starting in class.

Surname and Title:	Forename:
Surname:	DOB:
Home Tel No:	Mobile:
Email address:	Home Address:
Relevant skills, training qualifications or job history if applicable:	
Medical History disclosure: Eg back complaint/epilepsy etc	
Please indicate what kind of work you are volunteering for?	
Other information in support of this application:	
Please give the name and contact details of 2 referees who have known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative	
Referee's Name:	
Referee's Address:	
Position:	
Telephone Number:	
Email address:	

Second Referee's Name:
Referee's Address:
Position:
Telephone Number:
Email address:
Christchurch Infant School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. You are required to have a Disclosure and Barring Service check in line with the Governments safer recruitment guidelines. By signing this document, you are confirming that you are allowed to work alongside children and do not pose a safeguarding risk as do members of your household. and expects all staff and volunteers to share this commitment. The school requires all volunteers working on a regular basis to complete an application form for an Enhanced Records Disclosure.

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.

Further to completing this form successfully, you will then be asked to attend a Volunteer Briefing Presentation. After this time the slides will be available on the school website.

You are also required to read four documents, which can be found in our 'Regular helpers and volunteer' tab on the school website **The following policies have been read along with all policies on the website www.christchurchinf.dorset.sch.uk.**

I acknowledge the reading and understanding of the following policies:

Safeguarding and Child Protection Policy

Whistleblowing Policy

Code of Conduct

Confidentially Policy

Communication Policy

Behaviour Policy and C19 Addendum

Health and Safety Policy and C19 Addendum

SEND Policy

Keep Children Safe in Education 2022

Internet Safety Policy

Fire Evacuation Procedures

Christchurch Infant School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. You are required to have a Disclosure and Barring Service check in line with the Governments safer recruitment guidelines. I confirm that I am allowed to work alongside children and do not pose a safeguarding risk as do members of my household.

Please return the below slip as acknowledgement of reading these documents.

It is vital that these policies are adhered to. Failure to do so can result in a volunteer being asked to cease their voluntary involvement with the school.

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Volunteer Application Form

Name (please print) _____

I have read and acknowledged the above documentation prior to volunteering at Christchurch Infant School:

Signed: _____

Date: _____

Please bring these original identity documents to the school office along with your signed Volunteer policy. This will enable us to start the DBS process for you and you will be sent an email to complete additional necessary information. Please note this is the longest part of the process so bringing your documents in asap is really important.

One document from group 1, plus two documents from either group 1, 2a or 2b

Please place a tick against all original documents brought in to the office to be checked.

Group 1 – Primary trusted identity credentials

- Current valid passport
- Current photocard driving licence – (UK/Isle of Man/Channel Islands and EEA (full or provisional).
- Adoption certificate (UK and Channel Islands)
- Biometric residence permit (UK)
- Birth certificate (UK, Isle of Man and Channel Islands) – issued within 12 months of date of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a – Trusted government/state issued documents

- Birth certificate (UK, Isle of Man and Channel Islands) – issued after time of birth
- Current photocard driving licence (full or provisional) All countries outside of EEA (excluding Isle of Man and Channel Islands)
- Current paper driving licence (full or provisional) (If issued before 1998) – UK/Isle of Man/Channel Islands and EEA
- Marriage/Civil Partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms Licence (UK, Channel Islands & Isle of Man)
- Immigration document/work permit/visa issued by a country outside the EEA. Valid only for roles where applicant is living & working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based.

All driving licences must be valid

Group 2b – Financial/social history documents

- Bank/building society statement (UK, Channel Islands or EEA) If outside EEA, branch must be in the country where the applicant lives & works*
- Credit card statement (UK or EEA) *
- P45/P60 statement ** (UK and Channel Islands)
- Financial statement **-e.g. pension, endowment (UK)
- Council tax statement ** (UK and Channel Islands)
- Mortgage statement (UK or EEA) **
- Utility bill (UK) * - not mobile telephone
- Benefit statement * (UK) e.g. child benefit, pension
- EEA national ID card – Must still be valid
- Bank/building society account opening confirmation letter (UK) Issued in the last 3 months
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Must still be valid.
- Letter from headteacher or college principal (UK 16 to 19 year olds in full time education) (only in exceptional circumstances when no other documents can be used) Must still be valid.
- Letter of sponsorship from future employment provider. Non UK, non EEA only – if residing outside of the UK at time of application. Must still be valid.
- A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, HMRC.

Please note - If a document in the list of valid identity documents is denoted with;

* - it should be less than three months old ** - it should be issued within the past 12 months