



WHITEFIELD PRIMARY SCHOOL

VOLUNTARY HELPER POLICY

We welcome a variety of adults into school on a voluntary basis. These may be parents, grandparents, other adults looking for placements to gain experience before starting a course in education, student teachers, work experience students from the high school or else where in the Whitefield community. All these adults have a particular talent, expertise or interest which is linked to a class or school-based topic.

In general, adults will approach a classteacher and express an interest in helping in school. Classteachers will then direct the adult to the School Business manager to request an information pack and CRB Disclosure form.

It is the responsibility of the classteacher to keep the Headteacher informed of adults who have offered to help in school and to check that the adult has the appropriate CRB clearance.

All helpers are encouraged to become familiar with school routines and practice. They are asked to discuss any concerns or uncertainties with the classteacher.

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 emphasised 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
- Volunteer's Guide
- A DBS Enhanced Disclosure form
- Volunteer Agreement
- Guidance to Safer Working Practice

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

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 Headteacher to decide whether the offences shown make the person unsuitable to work with children in school.

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 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 'Volunteer's Badge'.

Parents volunteering to accompany on school visits, may do so without a disclosure and will be reminded not to put themselves in any compromising situation and will not work on a one to one basis.

Whitefield Primary School – Volunteer Application Form

Surname and title:	Forename:
Previous names:	Date of birth:
Home Tel No:	Mobile:
Email 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? Group work/display work/administration/visits/crafts etc	
Other information in support of this application:	
<i>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.</i>	
Referee's Name:	
Referee's Address:	
Position:	
Telephone Number:	
Email Address:	
<p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p><i>The school requires all volunteers working on a regular basis to complete a application for an Enhanced Criminal Records Bureau Disclosure</i></p>	
Signature:	Date:

Whitefield Primary School – 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:	(Headteacher) Date:
Signed:	(Volunteer) Date: