



Carden 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, and work experience students from the high school or elsewhere in the Carden community.

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

It is the responsibility of the Volunteer Co-ordinator to keep the Headteacher informed of adults who have offered to help in school and to check that the adult has the appropriate DBS 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
- A DBS Enhance Disclosure form
- Volunteer Agreement

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

It is necessary to wait for clearance of the DBS check 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 interview with the volunteer coordinator. This interview 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:

- Confidentiality
- Health & Safety

These are to be found in the information leaflet Parent/Carer Volunteers in School and also the leaflet Students working in School.

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 Badge'.

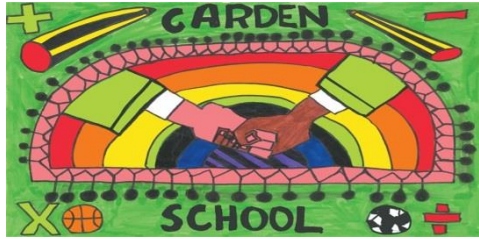
Confidentiality.

Volunteers in school are bound by our confidentiality code. Any concerns a volunteer may have about a child must be shared with a member of staff and not with the child's parents or carers or anyone else. Any concerns regarding a child's safety must be shared immediately with the Designated Teachers for Child Protection:

Catriona Lane or Lisa Perrins.

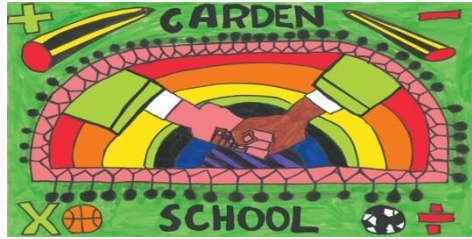
(If these staff are not available, concerns regarding a child must be shared with a teacher immediately.)

Volunteers who have concerns about any adult in the school must speak immediately to Catriona Lane, Lisa Perrins or the Headteacher, Helen Longton-Howorth.



Carden Primary School-Volunteer Application Form

Surname and title:	Forename:
Previous names:	Date of birth:
Telephone number:	Mobile number:
Email address:	
Relevant skills, training qualifications or job history if applicable:	
Medical history disclosure: <i>E.g. Back complaint/epilepsy etc</i>	
Please indicate what kind of work you are looking for? <i>Group work/display/reading/maths etc</i>	
Other information in support of this application:	
<i>Please give the name and contact details of two referees who have known you for at least two years. This should be someone who knows you in a professional capacity, not a friend or relative.</i>	
Referee name:	Referee name:
Referee address:	Referee address:
Position:	Position:
Telephone number:	Telephone number:
Email address:	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 to complete an application for an enhanced DBS check.</i></p>	
Signature:	Date:



Carden 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 time 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 takes time and cost to school staff and we would therefore request that your commitment to the school is either:-
One or two days a week for half a term or every day for at least five days.

Thank you for offering your services as a volunteer at Carden Primary School. Your offer is greatly appreciated and we hope that you will enjoy, and gain much from your experiences here. Please read and sign this Volunteer Agreement Sheet and hand to the school office. You will receive a copy for your own records.

I confirm that

- I have received and read a copy of Carden Primary School's Volunteer Policy.
- I agree to abide by the contents of the Volunteer Policy.
- I agree to support the Carden Primary School's vision as stated in the Volunteer Policy.
- I agree to inform the school if I have come to the attention of the Police for any reason.
- I understand that Carden Primary School have a duty to ensure my suitability as a volunteer and will make the appropriate DBS checks. I also agree that the role is subject to two satisfactory references.
- I will inform the school if, following the DBS checks, I come to the attention of the Police for any reason.

Signed:

Name:
(IN CAPITALS)

Date:

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