Volunteer Policy and Application Process

School Ethos

Learning together, sharing together and achieving together.

Our visions and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepared our pupils as confident, happy citizens. We believe our school is a nurturing, caring and vibrant learning environment for children.

Rodborough Community Primary School is committed to placing the UN convention on the Rights of the Child at the heart of our ethos.

Rodborough Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

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 local secondary schools or other members of the Rodborough community.

Volunteering at school is rewarding – you can gain a first-hand understanding of the daily activities here at Rodborough, gain valuable experience and help the children to develop and learn new skills.

Categories of volunteers

- Volunteers could include any of the following (this list is not exhaustive):
- Member of the Governing Board
- Parents, carers, guardians, elder siblings of grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Family members

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
- Preparing resources
- Accompanying school visits
- Escorting children on local walks
- Assisting with an after school club
- Assisting at lunchtimes.

Procedure for volunteering at Rodborough Community Primary School
Adults offering to volunteer at school should complete a Volunteer Application Form (found on our school website) or request a copy from the school office.

If staff are approached by an adult offering to help in school they will direct them to the office to collect a volunteer application form.

Clearance and Security Procedures (DBS)

A DBS check will be carried out before any adult, voluntary or paid, works with children in our school. Previously known as a CRB (Criminal Records Bureau) check, a DBS (Disclosure and Barring Service) check is a record of an individual's relevant criminal history and may also contain police intelligence and DBS barred list information. 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.

Once the completed application form and DBS application has been submitted, the volunteer will be invited into school for an induction meeting with the head teacher. This meeting will give the volunteer an opportunity 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 Policy
- Confidentiality
- Health & Safety
- Behaviour Policy and expectations
- Acceptable Use Policy
- Mobile Phone Policy
- Privacy Notice (GDPR)
- Complaints Procedure
- Whistleblowing Policy

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 (Appendix 1)

Confidentiality

At Rodborough, we consider it a serious breach of good practice to disclose any confidential information about any child or family, staff member or confidential school information to any unauthorised person. Any breach of confidence will be dealt with according to the disciplinary procedure and is considered very serious.

- If a child makes a disclosure of abuse or something else that may harm them, then you must report this immediately to the Head teacher.
- All adults working in our school in any capacity should feel free to discuss any worries, questions or general observations with the Head Teacher or Deputy Head teacher.
- Confidential matters must not be discussed with members of the general public (including other members of your family) or discussed on social mediate network sites e.g. Facebook
- Personal information about other adults in school or even if disclosed in a social setting should not be repeated and should be treated in a sensitive manner.

Security

As part of the school's safeguarding procedures, all volunteers are requested to sign into the entry sign system at the main entrance and collect a 'Volunteer's Badge'. Parents volunteering to accompany on school visits may do so without a disclosure but will not work on a one to one basis.

Volunteer Application Form

First Name:	Surname:
Home Address:	
Telephone No (Day):	Telephone Number (Evening):
Email Address:	
Next of Kin: Name:	Telephone number:

Why would you like to volunteer at Rodborough?
Previous experience/skills that would be relevant to volunteering at Rodborough?
Any other relevant information
Do you have any connections to pupils or staff at Rodborough? If yes, please give details

Days/Hours available:

Monday	Tuesday	Wednesday	Thursday	Friday

Do you have a preferred age range you would like to volunteer with?
(Please note that regular volunteers will not be placed in a year group where they have a child)

Reception Key Stage One Key Stage Two Don't mind

What kind of support would you be willing to give?
(please tick all that apply)

- ☐ **Accompanying different classes on trips**
- ☐ **Classroom assistance i.e. listening to children read/practising mental maths fluency**
- ☐ **Work Experience/Student Placements**
- ☐ **Regular weekly volunteer sessions (day/time by agreement)**

References
Please supply the name and address of two referees who know you well. This may be a previous or current employer, neighbour, church member, head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name	Relationship to Referee	Position	Address	Telephone Number	Email

Agreement

Please sign to confirm that the details contained in this form are a true reflection of the discussion.

Signed by Volunteer:	Date:

For official Use Only:
Sent to DBS: ___/___/___ ID Received: ___/___/___ DBS Received: ___/___/___

Notes:

Induction meeting taken place:
Volunteer Agreement Signed:

Appendix 1

IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Rodborough Community Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in to the school office. You will receive a copy for your records.

- I have received a copy of the School's Volunteer Policy and sign below to agree to adhere to its content
- I agree to support the School's Motto, Ethos and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand my name with be added to the Single Central Record as proof of my identify and ability to work with children
- I understand that any personal information the school holds about me will be treated confidential and only used for the purpose it was gathered for
- I have read the Safeguarding and Child Protection Policy and understand my role in this
- I will promote the Positive Behaviour Policy using the school expectations to hold children to account
- I have read and understood the Acceptable Use Policy and sign below to agree to its terms
- I will ensure confidentiality about the children and staff I work alongside and their families

Signed: _____

Name: _____

Date: _____