

BOURTON-ON-THE-WATER PRIMARY SCHOOL
VOLUNTEERS AND PARENT HELPERS POLICY
2022

We aim to provide our children with the best education we possibly can. We believe that parents and other members of the community have much knowledge and many skills which can be deployed at our school on a voluntary basis for the benefit of our children.

Volunteering can take many forms and ways of helping include:

- Occasional support e.g. on school trips
- Regular support in the classroom, in the office, in the dining hall or helping around the school organising resources or helping with or running an After-School Club.
- Reading – listening to children read and talking to them about what they have read.

We want you to enjoy your time at Bourton Primary, gaining an insight into our work. The experiences may even open new doors for you. We have produced these guidelines to help you feel comfortable working in school and we hope that you will ask any questions as they arise. The points of contact for volunteers in school are:

- The class teacher who you work with
- The school office
- The head teacher or Mrs Connor (The Schools Designated Safeguarding Leads)

Safeguarding

- If you are undertaking regular work at the school, you must have a DBS check. Ms Agg in the office will take you through this process.
- It is important that for school security and fire regulations you sign in and out at the office and wear a visitor's badge whilst in school
- We expect our volunteers to abide by the same **code of confidentiality** as all our school staff. In this respect:-
 - No information gained about any individual child or family or member of staff gained whilst in school should be repeated out of school.
- **A host of safeguarding policies are available in the staff room for your information. These include:**
 - Acceptable Use of ICT
 - Whistleblowing
 - Safeguarding
 - Keeping Children safe in Education 2021
 - Health and Safety
 - Code of Conduct and Confidentiality
- **You should undertake the induction training (with a staff member, the teacher with whom you work or self-training) using the Powerpoint labelled INDUCTION on the server or that has been sent to you.**

Mobile phone use: mobile phones must not be used in front of pupils – this is a child protection issue and will be treated as such.

As a volunteer you will be expected to work with the teacher you are helping. This teacher is responsible for you and if you are in any doubt about your role, where you should be working or have any questions about the school please ask the teacher. If you are with us during break times you are very welcome to join the teacher in the staffroom. Toilets for adults are to be found in the photocopier/library area.

We expect all members of the school community to be polite, courteous and self-disciplined. This applies to staff, volunteers and children.

If you encounter any problems or concerns about a child please discuss this with the class teacher in the first instance. Do not question the child further. It is the role of the class teacher to respond to matters of behaviour.

Mr. Jones is the Designated Safeguarding Lead (DSL) and you **must** record any concerns you have with him. If he is absent, Mrs Connor deputises.

We would like to thank you for offering to volunteer to help at our school. We want to make your time with us happy and fulfilling. If you find you are not enjoying working in school do let us know and we will see if we can help.

Please note that all volunteers in school will need a current DBS before they can work with children alone and have completed the volunteer information form attached.

Please complete the Volunteer information form and agreement and return to Ms Agg.

Volunteer Information Form

Bourton on the Water Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment

1. Personal details

Surname:	Forename(s):
Previous name(s):	Present address:
Telephone (home):	Postcode:
Mobile:	

2. Employment / Volunteering history

Please list below your full employment history starting with the most recent (this should include voluntary/unpaid work)

From dd/mm/yy	To dd/mm/yy	Full/ part time/ voluntary	Name, address and contact number of employer	Position held

3 Rehabilitation of Offenders Act 1974 (exemptions order 1987)

Rehabilitation of Offenders Act 1974 (as amended)
The volunteer role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

Do you have anything to declare in relation to the above? Yes No

Have you ever been disqualified from working with children and /or included on the DfES List 99 or subject to sanctions imposed by a regulatory body eg GTC,DfES? Yes No

If you answered Yes to any of the above, please speak to the Head Teacher

4.

a) Why are you applying for voluntary work at the school?

5 References

As the role you are volunteering for involves working directly with children we would welcome a reference from the most recent employer with whom you were employed. (this may include voluntary/unpaid work). **Please let your referees know that we will contact them.**

1.

Name:
Job title:
Address:
Postcode:
Email:
Tel no:

2.

Name:
Job title:
Address:
Postcode:
Email:
Tel no:

Any issues raised in the references may be raised at a later point.

Safeguarding Children

Bourton on the Water Primary School is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work in a school environment is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Date (dd/mm/yyyy) **Signed** _____

If applying on line you will be asked to sign your application at interview.

Disclosure and Barring Service Checks

In line with the safer recruitment Bourton on the Water Primary School requires DBS checks for all volunteers who will be coming into school regularly and having contact with children. Volunteers in regulated activity must have a DBS check and also be checked against the barred list.

VOLUNTEER AGREEMENT

Thank you for offering your time and services to our school.
Please read and sign this Volunteer Agreement sheet and hand it in at the Office.
You will receive a copy of it for your records.

- I have read the School's Volunteer Adults in School Policy
- I agree to treat information I learn from being a volunteer in school as confidential
- I will undertake on-line induction training either at school or at home, returning the completed quiz/form to the School Administrator
- If I had a concern about a pupil I would contact the Designated Safeguarding Lead (DSL) Mr John Jones and inform him of my concerns.
- I understand that I am required to undergo a Disclosure Barring Service check to advise the school of my suitability as a volunteer in school. (If you have a portable DBS certificate, please show it to the school admin officer, who will check to see if it can be used by school).
- I am aware that I have read or have access to
 - Safe Working Practices Guidelines
 - Safeguarding Policy
 - Keeping Children Safe in Education 2021
 - Staff Code of Conduct Policy
 - Confidentiality Policy
 - Acceptable Use Policy

Signed:-----

Name:-----

Date:-----