



## **BLETCHINGDON PAROCHIAL C of E (V.A) PRIMARY SCHOOL**

**“Learn to Believe – Aspire to Achieve”**

At Bletchington Parochial CE (VA) Primary School we believe that everyone will reach their true potential. Through supportive, yet challenging teaching, we inspire our children to learn.”

**Love honesty courage respect unity**

### **Volunteer Policy**

In line with our school’s ethos and Christian values, 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 secondary school or elsewhere in the Bletchington community.

In general, adults will enquire at the School Office to request an information pack and DBS check form.

All helpers are encouraged to become familiar with school routines and practice. Teachers should always discuss the plans for teaching and learning with the volunteer and give clear instructions for their role in helping individuals or groups of children. The volunteers are asked to discuss any concerns or uncertainties with the class teacher.

#### **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: **a volunteer application form, volunteer reference request form, safeguarding information and Emergency evacuation procedure.**

All volunteers who have regular contact with children will be asked to complete a ‘Volunteer Application Form’, and DBS check form. The school will seek a reference for the volunteer based on information given on the application form.

Under safeguarding legislation, the school must hold a Single Central Register that lists volunteers as well as paid staff.

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. They will be reminded not to put themselves in any compromising situation and will not work on a one to one basis.

**Signed:.....Headteacher.....Chair of Governors.....Date**