



VOLUNTEER POLICY

Igniting young minds today, for a brighter tomorrow

Date for Review – May 2025



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1. INTRODUCTION AND AIMS

At Edison Primary School we believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports our school's strategic aims and vision, as well as our School Improvement Plan.

The aim of the Edison Primary School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

2. HOW WE USE VOLUNTEERS

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Running or assisting with after school clubs eg. dancing
- Working with children on the computers
- Accompanying and helping with school visits
- Addressing areas of development highlighted in the School Improvement Plan
- Supporting pupils who have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

This is not an exhaustive list.

Our Volunteers include:

- Members of the Governing Board
- Parents and relatives of pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

This is not an exhaustive list.



3. HOW TO APPLY TO VOLUNTEER

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, eg. hearing children read, should approach the Headteacher or Deputy Headteacher directly in the first instance.

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

At Edison Primary School our school motto 'Igniting young minds today for a brighter tomorrow', captures our unique philosophy. At Edison our core purpose is to build on children's curiosity, knowledge, confidence, enthusiasm and all-round abilities towards independent learning. We endeavour to help each individual child in their journey to grow into active, responsible and successful young adults who are able to make the choices necessary to shape their own future. We are an open, welcoming school where efforts are valued, ambition is nurtured and where the potential of every child is realised.

Furthermore, at Edison we will develop citizens who have a strong sense of right and wrong, in an age when the media brings the world to their homes. We challenge pupils to think for themselves.

Our core principles are:

- High expectations
- Broad curriculum
- Science and practical learning
- Strong parent partnership

Our pupils will make outstanding progress during their time at Edison, both academically and socially. The norm will be to continually strive for academic excellence and achievement above national expectations. Our distinct ethos with its strong sense of curiosity and high expectations is echoed in our motto 'Igniting young minds today, for a brighter tomorrow'. Every parent deserves a school that nurtures the individual potential of their child. We want our pupils to dream big and it is our purpose to keep their aspirations alive.

Our values of:

Excellence

Determination

Integrity

Success

Optimism

Nurture

are the foundations behind everything we will do as a staff and school.



4. APPOINTMENT OF VOLUNTEERS

Volunteers are appointed by the Headteacher and/or Deputy Headteacher.

Intake of new volunteers can take up to four weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Our school uses an interview process to appoint new volunteers.

5. SAFEGUARDING

Edison Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to sign in and out at the school reception on each occasion; they should wear their identification badge at all times while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school,



including ensuring that they have read and understood part 1 of Keeping Children Safe in Education

- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are asked to complete the **Volunteer Application Form (Appendix 1)** which the DHT/HT will check
- A **Job Description and Person Specification (Appendix 2)** is shared with each volunteer
- All Volunteers are given a copy of the Volunteer Policy and asked to sign a **Volunteer Agreement (Appendix 3)**
- A **Childcare Disqualification Declaration (Appendix 4)** must be completed and given to the school for our records
- Our **Code of Conduct (Appendix 5)** must be adhered to at all times
- Where a Volunteer is engaged in a 'one-off' activity eg. helping supervise a group of children as part of a class visit, a risk assessment will be carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our **Off-Site Visit Agreement (Appendix 6)**
- **Safeguarding Advice** for all volunteers can be found in **Appendix 7**
- Any staff members who would like a classroom volunteer should complete a **Volunteer Request Form (Appendix 8)**, which must then be authorised by the Headteacher or Deputy.

6. INDUCTION AND TRAINING

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.



All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (eg. fire alarm evacuation) and about any safety aspects associated with a particular task (eg. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher.

7. CONFIDENTIALITY

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. CONDUCT OF VOLUNTEERS

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher/Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, eg. helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them.



9. INSURANCE

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organization, we will also check that organisation's insurance arrangements.

10. DATA PROTECTION AND RECORD KEEPING

Our privacy notice for staff explains what information we collect and why we collect it.

We will retain records relation to volunteers in line with our records retention schedule.

11. MONITORING AND REVIEW

This Policy will be reviewed annually and updated in the light of new guidance from either the DfE or LA.

Signed:	
Dated:	May 2023
Review date:	May 2025



Appendix 1

Volunteer Job Description and Person Specification

School Volunteer Role:

School: Edison Primary School

Supervisor: HT/ DHT

Main purposes of the role

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
 - To work under the direct instruction of the class teacher to support the teaching and learning activities in the classroom
 - To provide general support to the class teacher in the organisation and management of pupils and the classroom
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
 - To support the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop
-

Main responsibilities and tasks

1. To be aware of and comply with policies and procedures relating to child protection, safeguarding, Health and Safety, security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person
2. To adhere to school's Health and Safety policy including risk assessment and safety systems
3. To adhere to school policy on equality and diversity
4. To adhere to the school's Code of Conduct

Support to pupils

1. Under instruction from the class teacher to support pupils learning by working with individuals or groups of pupils, including those with special needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set
2. To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy



3. To be responsible for promoting and safeguarding the welfare of children and young people within the school
4. To assist the pupils in their use basic resources and equipment as directed by the teacher
5. To accompany teaching staff and pupils on visits, and out of school activities as required
6. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities

Signature of role holder: _____

Date: _____

_____/_____/_____

Person Specification

Requirements

- a) Ability to work well as part of a team
- b) Ability to relate well to children
- c) Ability to relate well to adults
- d) To be responsible for promoting and safeguarding the welfare of children and young people within the school
- e) Basic literacy and numeracy skills



Appendix 2 Volunteer agreement

Thank you for offering your services as a Volunteer at Edison 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 Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy
- I understand, and agree to support, the school's aims and core values
- I agree to treat any information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo an Enhanced DBS check to inform the school of my suitability as a volunteer.

If you already have an Enhanced DBS Certificate dated within a year or on the update service, please hand it to the school and a copy will be made for the school records.

Signed:	
Name:	
Date	



Appendix 3

Child Disqualification Declaration

Dear Volunteer

As part of our duty to safeguard pupils, we need to check whether you or the people you live with have been disqualified from caring for children. Please answer the questions and sign both of the declarations below.

Please note that you are not required to disclose convictions or cautions that are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

In sending you this form we have sought union advice and the NUT has responded as follows:

I think it is reasonable for the employer to ask staff to sign such a form. In the same way as a safeguarding training form. The employer has a duty to ensure that all staff meet the criteria for working with children. Teachers are required to declare if they may be living with someone who would make them disqualified by association.

If you are unsure about any aspect of this form please come and see me in confidence.

When you have signed the form please return to the school office.

Thank you for your support in this matter.

Mrs Dokal
Headteacher

Edison Primary School
Vicarage Farm Road, Heston, TW5 0AQ
t: 020 8873 3337
e: info@edisonprimary.org
w: www.edisonprimary.org

Igniting young minds today, for a brighter tomorrow

Headteacher: Amrit Dokal BA (hons), QTS, NPQH



Self-declaration

Name	
Role	

<p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) Regulations 2009, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children’s home • Care/child protection orders issued in respect of a child in your care 	Yes/No
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Any offence against or involving a child • Any sexual offence • Any violent offence, ie. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	Yes/No
<p>Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children’s Barred List)?</p>	Yes/No
<p>Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p>	Yes/No
<p>Please provide further information where you have answered ‘Yes’ to any of the questions above.</p> <p>.....</p> <p>.....</p> <p>I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children.</p> <p>Signed:..... Date:.....</p>	

Please Turn over



Association declaration

To your knowledge, are you living in a household where another person who has been disqualified from working with children under the Childcare (Disqualification) Regulations 2009 lives or works?	Yes/No
<p>Please provide further information where you have answered 'Yes' to the question above.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>I will make the school aware of any changes in these circumstances, and will notify the school where I become aware that a person who lives or works in my household is disqualified from caring for children.</p> <p>Signed:..... Date:.....</p>	

September 2021



Appendix 4

Code of Conduct

By signing this form, volunteers agree to the following:

1. School rules and policies
 - 1.1. Volunteers will follow all school rules and policies, including those on:
 - 1.1.1. Child protection
 - 1.1.2. ICT and internet acceptable use
 - 1.1.3. Online safety
 - 1.1.4. Mobile phones
 - 1.1.5. Data protection
 - 1.1.6. Health and safety
 - 1.1.7. Equality
 - 1.1.8. Whistle-blowing
 - 1.1.9. Behaviour
 - 1.2. Copies of the school policies are available online or from the school office
2. Professional conduct
 - 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Mrs Rupra (Deputy Headteacher).
 - 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
 - 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
 - 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying thank you.
 - 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
 - 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
 - 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.
3. Safeguarding
 - 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
 - 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs Dohal and the deputy is Mrs Rupra.
 - 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to



determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Volunteer Name (please print):

Volunteer Signature:

Date:



Appendix 5

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public - we all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working Alongside School Staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is Not Permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to reorganise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
Volunteer helpers are not allowed to give/buy their group treats eg. Ice creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.



First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

<i>Signed:</i>	
<i>Name:</i>	
<i>Date:</i>	



Appendix 6

Safeguarding Advice for Volunteers and Visitors

This leaflet is designed to help volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure the safety and wellbeing of our pupils and adults.

Keeping Children Safe

- We are committed to promoting high standards of safeguarding and wellbeing for our pupils.
- Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.
- We appreciate the help that you are able to give us and hope that you enjoy working in our school.
- This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask Mrs Rupra (DHT).

What are your responsibilities?

As a visitor or volunteer you will be issued with a lanyard when you sign in, which should be worn at all times. Please remember to sign out before leaving the premises and hand your lanyard back to the office.

Volunteers will be required to sign the volunteer code of conduct. Supply agency are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance.

Safeguarding and Child Protection

Our Designated Safeguarding Lead is Mrs Dohal, Headteacher. If you are worried about the welfare or treatment of a child during your visit, please inform a member of the admin team that you wish to speak to the safeguarding lead.

If a child makes a disclosure

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher, Mrs Dohal or Mrs Rupra **immediately**.

Stay calm, listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

For further information Please see our **Safeguarding Policy** available from the school office.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

Fire Procedures:

In the event of a fire:

A continuous bell will sound



All classrooms have clearly displayed fire safety procedures. If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

Health and Safety

We are a nut free school, no items contains nuts may be brought on to the school site. All hot drinks must be contained in a hot drinks flask to prevent any spillages or accidents.

Preventing Extremism

We have adopted the Government definition of extremism: “Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

This leaflet has been given to you to ensure you understand what is expected of you when you visit Edison Primary School. If you are unclear about anything in this leaflet, please speak to a member of staff.



APPENDIX 7

Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit it to Mrs Rupra.

Volunteer Request Form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Date:



Order of Procedures:

1. All Volunteers are asked to complete the **Volunteer Application Form**, read the appendices on the Volunteer Policy, which are as follows:
 - i. Job Description and Person Specification (Appendix 1)
 - ii. Volunteer Agreement (Appendix 3),
 - iii. Childcare Disqualification Declaration (Appendix 4)
 - iv. Code of Conduct (Appendix 5)
 - v. Safeguarding Advice (Appendix 7)

And sign the relevant appendices.

2. The completed forms must be given to the School Business Manager (SBM)
3. SBM to add prospective volunteer to table, and check the Volunteer Application Form for all relevant details and references
4. SBM to request DBS information and apply for references
5. Finance Administrator (FA) will apply for DBS where applicable for volunteer to carry out voluntary work at the school.
6. Once satisfactory references and DBS clearance have been received, SBM to contact volunteer to make an appointment for an interview with SBM and FA.
7. If the candidate is suitable, SBM to contact DHT to ascertain a suitable class/start date.
8. SBM to contact volunteer with the outcome of the interview.
9. FA to add volunteer to the Single Central Record on the first date they start.
10. Volunteer will meet DHT on first date they start for induction into school systems.
11. Where applicable a Volunteer is engaged in a 'one-off' activity eg. helping supervise a group of children as part of a class visit, a risk assessment will be carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our **Off-Site Visit Agreement (Appendix 5)**.
12. Once all relevant paperwork has been signed and checked, a copy will be given to the volunteer and another set will be kept in the school office.

Any staff members who would like a classroom volunteer should complete a **Volunteer Request Form (Appendix 7)**, which must then be authorised by the Headteacher or Deputy before these procedures are followed.