



GUIDANCE FOR VOLUNTEERS / PARENTS IN SCHOOL

Approved By Governors: February 2022

Policy To Be Reviewed: February 2023

Nurturing life skills and inspiring achievement for today and tomorrow

M Mastering successful learning skills through a growth mindset approach so that we become confident risk takers with our learning.

A Achieving through challenge so that everyone reaches their full potential, academically, emotionally and socially.

N Nurturing life skills so that we become independent, resilient and self-assured learners.

U Understanding and valuing others so that we become active and engaged citizens in our community.

D Developing a positive learning environment, which is safe, stimulating, enjoyable and supportive.

E Engaging creativity and curiosity through purposeful and inspiring learning experiences so that all individuals are motivated to learn both in and out of school.

N Nourishing healthy behaviour through physical activity, a balanced diet and positive thinking so that our wellbeing impacts on our happiness in everyday life.

Introduction

We welcome help from all parents and try to use them in situations in which they will feel most comfortable while making the most of their specific skills and talents. This is determined by an informal chat beforehand. Some parents work in their own children's classrooms, while others prefer to work elsewhere. An Essex Children's list check and where appropriate a DBS check will be undertaken. No parents should be invited to work in a classroom without prior consultation with the Executive Headteacher.

Help occurs either on a regular (weekly) or occasional basis. Areas of parental help include art and craft, cooking, and all areas of the curriculum under the supervision of the class teacher. We often call upon parents to provide transport or accompany groups of children on educational visits. Other parents offer their assistance outside school hours, running clubs such as netball and football.

Additional help often comes from member of the community with specialist skills or knowledge. These are often relations of former pupils

Procedure for volunteers helping in school

All volunteers who help in school should:

- Register their interest to help in school via the office (they will then be included on the list of helpers).
- Receive confirmation of what their duties are and discuss the relevant safeguarding procedures with the Executive Headteacher during the Induction process.
- A copy of the “Safeguarding Advice for Volunteers and Visitors” leaflet will be given.
- Receive relevant documents i.e. Risk Assessments for activities.
- Read the Fire procedure leaflet located on the signing in desk.
- Sign in, in the visitor register, each time they help in school.
- Wear a Visitor’s badge (collect as the visitor’s book is signed).
- Sign out of the visitor register at the end of each session.

Volunteers helping in school are expected to:

- Set a good example to the children.
- Be aware of the need for confidentiality and Data Protection for all aspects of their experience and observations within the school, especially regarding individual pupils.
- Help under the guidance of the class teacher.
- Closely supervise children in their group when out on school visits and not allow children to go anywhere on their own.
- Be aware of children’s safety at all times.

Equal Opportunities

Every pupil regardless of race, gender or ability has equal rights to staying safe from bullying and discrimination.

All stakeholders will ensure that all children are given an equal opportunity to reach their full potential irrespective of differences in culture, ethnic background, disability or gender.

Links to other policies and documents:

As part of the induction process you will be asked to familiarise yourself with key policies and procedures particularly the following:

Safeguarding advice for Volunteers and Visitors.

Equality and Diversity

Health and Safety

Behaviour

Code of Conduct

Manuden Primary School
The Street
Manuden
Essex
CM23 1DE



Tel: 01279 813370

Email: admin@manuden.essex.sch.uk

www.manudenprimary.co.uk

Acting Headteacher: Mrs Marnie Tait

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VOLUNTEER APPLICATION FORM

Personal Details

Last name and Title:	First name (s):
Previous names:	Date of birth:
Home telephone no:	Mobile:
Email Address:	
Address:	
Relevant skills, training, qualifications or job history if applicable:	
Other information in support of this application:	
<i>Please give the name and contact details of a referee who has known you for at least two years. This should be someone who knows you preferably in a professional capacity, rather than a friend or relative.</i>	
Referee's Name:	
Referee's Address:	
Position:	
Telephone Number:	
Email Address:	
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. The school requires all volunteers working on a regular basis to complete a Disclosure and Barring Service check. Please complete the attached DBS Consent form and return it to the School Office.	
Signature:	Date:

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Dear

We really appreciate your offer of help in school. Thank you!

Please liaise with the school office and/or class teacher(s) to agree a suitable time for you to help in school.

I have enclosed:

- A copy of our guidance for parents / volunteers helping in school.
- Safeguarding Advice for Volunteers and Visitors
- Volunteer Application Form
- Volunteer agreement
- Non disclosure agreement

Please could you read and complete the Volunteer and Non-disclosure agreements and the Application form, giving the name and contact details of a referee. Please return them to school office.

I shall look forward to seeing you in the coming terms and would like to take this opportunity to say how much we appreciate the time that you give to support our work in school.

Kind regards,

Mrs M Tait
Acting Headteacher

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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.

School: **Manuden Primary School**

Name of Volunteer:

A copy of our guidance for parents / volunteers helping in school and Safeguarding Advice for Volunteers and Visitors
 Received - Y/N

Frequency of availability to volunteer (i.e. once a week):

Child Protection Officer:

ACTING HEADTEACHER

I understand that by signing this agreement, I agree to abide by the systems and policies of the school. I understand and agree to work in a voluntary capacity maintaining confidentiality, Data Protection and safeguarding practice expected as outlined in the information provided.

Acting Headteacher Signature:

Date:

Volunteer Signature:

Date:

Please also complete and return the attached Non-disclosure agreement



Non-Disclosure Agreement

I agree that:

- I will only access information which is relevant to the support I am providing to the school.
- I will abide by Data Protection legislation.
- I will protect the confidentiality of information whilst working on behalf of the school.
- I will not discuss my work for the school, or talk about staff or pupils on social media
- I will not copy or replicate information relating to the school and remove it from school property
- I will read and abide by the school's policies
- I will complete any relevant induction training deemed by the School to be appropriate
- I will immediately report any security breaches I become aware of to the school office

Print name:	
Signature:	
Position:	
School:	Manuden Primary School
Date:	



Only to be completed if computer system access is required:

Non-Disclosure Agreement for System Access

My role requires access to the system(s) noted below:

System Name(s):	
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This will provide access to data held and owned by the school.

I must maintain the security of such data and must comply with relevant legislation and guidance, including:

- [The Data Protection Act \(2018\)](#)
- [The General Data Protection Regulations \(2016\)](#)
- [The Computer Misuse Act \(1990\)](#)
- [The Freedom of Information Act \(2000\)](#)
- [The Environmental Information Regulation 2004](#)
- System Guidance (to be advised by the System Owner)

I understand that I must treat the information held within the system identified above with the strictest confidence and must not publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or my own benefit to the detriment of any individual.

I acknowledge that I must only access information within the system identified above that is solely relevant to my work on behalf of the school.

I understand that breaches of this agreement will be investigated and may result in disciplinary action. Serious breaches may result in criminal prosecution.

Signed by the Applicant:

Print name:	
Signature:	
Position:	
School:	Manuden Primary School
Date:	

Approved on behalf of the School

Print name:	
Signature:	
Position:	
Date:	

You must complete this form before access is given to the requested System.

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Volunteer Reference

Dear

[Date]

Re:

The above has given permission for us to write to you for a reference regarding their suitability to work as a volunteer in our school. The type of work they will be doing is reading with the children, school trips, assisting with swimming.

We would be grateful if you could answer a few questions below with regard to the above applicant.

How long have you known the applicant and in what capacity?	
Please could you comment on the applicant's suitability to undertake the volunteer work described above in our school.	
Please could you comment on the applicant's suitability to work with children?	
If you feel there is any other information relevant to the applicant and this work, then please continue on a separate sheet.	

We very much appreciate you taking the time to complete this reference request and would appreciate your response as soon as possible.

Signed:

Date:



DBS CONSENT FORM

(TO BE COMPLETED BY ALL VOLUNTEERS)

Applicant Name:

I acknowledge that in order to process my application to be employed / engaged by the school that an enhanced DBS check will be undertaken or I will be required to produce an acceptable enhanced DBS certificate, including a Children's Barred list check where this is required for the post I am applying for.

I confirm that I will produce an original DBS certificate to the school within a reasonable timeframe in order for the school to proceed with my application/engagement. If a new DBS check has been carried out by the school, I understand I am required to produce the original DBS certificate within 5 working days following my receipt of it. I acknowledge that if I fail to produce my original DBS certificate within a reasonable timeframe, the school may not proceed with my application.

I understand that if I commence work before I receive my DBS certificate and/or produce it to the school that this will be on a conditional basis as set out in my conditional offer letter/conditional contract/volunteer agreement. If my DBS check is unsatisfactory to the school I acknowledge that my employment/engagement will not be confirmed/will not continue.

I confirm that I give my consent for the school to take a copy or image of my original DBS certificate and hold the copy/image in accordance with the school's Data Protection Policy for as long as is necessary to complete the recruitment process. In any event the school will not hold the copy for longer than 6 months. At the end of this period I acknowledge that the school will remove the copy from their records and securely destroy it.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party (Education HR) for the purposes of seeking guidance on the recruitment decision, where appropriate.

The school confirms that it will comply with the DBS Code of Practice at all times. A copy of the school's policy on the recruitment of ex-offenders can found in the Recruitment Policy which is available [from the school office/on the intranet].

Signed.....

Print name.....

Date:

Additional section to be completed by applicants who have a subscription to the DBS online update service:

By signing this section of the form you confirm that you are registered with the DBS online update service and you give permission for the school to carry out a status check with the DBS online update service.

You confirm you will produce to the school your current DBS certificate and any further information required to carry out a DBS status check. Any personal data provided by you to carry out this status check will be held and processed in line with the school's Data Protection Policy.

You acknowledge that the school may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new DBS check may also be required if the online status check indicates that your certificate is no longer current.

Signed.....

Print name.....

Date: