



KATHERINE SEMAR SCHOOLS

Information for volunteers



INFORMATION FOR VOLUNTEERS

Welcome to Katherine Semar. We would like you to know that we greatly value the time volunteers give. Volunteers are a great asset to the team and can play an important role by offering commitment, energy and enthusiasm to a wide range of activities, both inside and outside the classroom.

As volunteers will be in a position of trust we expect them to maintain strict confidentiality at all times in accordance with the school's Code of Conduct.

We are committed to providing a safe environment and expect all staff and volunteers to share in this commitment. All schools/academies have a statutory duty to safeguard and promote the welfare of the children in its care. Safeguarding is about protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances that enable children to have optimum life chances and enter adulthood successfully.

It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.

We will carry out other safeguard checks on volunteers. You will be asked to supply us with a reference(s), proof of identification and to complete a self-disclosure form (SD2). A full Disclosure and Barring Service (DBS) check and a signed DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for the voluntary role will be required for volunteers undertaking Regulated Activity and may be required for those not undertaking Regulated activity.

The consent form also seeks consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

We would invite volunteers who are to work regularly to have a meeting with a member of staff at school. This is an opportunity to explain the workings of the school and how we could best benefit from your skills and also provide an opportunity for you to ask any questions.

All new volunteers will undertake an induction programme, and on-going training will be provided wherever relevant to the activity in which the volunteer is engaged, including the safe use of any work equipment, etc.

As part of the induction programme, you will be asked to familiarise yourself with key policies and procedures particularly those on:

- Safeguarding and child protection policy
- Equality and Diversity Policy
- Health and Safety
- Behaviour Management
- Code of Conduct (including confidentiality)

You will be assigned a key link person who you can go to if you have any concerns or queries about any matter. Volunteers, like all staff, are expected to report to their link person any issues, whether they experience them or witness them, which they feel concerned about.

Whilst we appreciate the voluntary nature of your commitment, for the smooth operation of the school and to minimise disruption for pupils, we do ask all volunteers to fulfil their commitment as agreed between themselves and the school. This includes consistent attendance where that is a requirement of the voluntary activity and undertaking the agreed tasks. Volunteers are provided with a Role Profile setting out the key duties of the role and will be asked to sign Volunteer Agreement confirming their acceptance of the commitment.

Enclosures (delete as applicable)

- *Application Form*
- *SD2*
- *DBS consent form*
- *Volunteer Agreement and Role Profile*
- *Privacy notice –volunteers*
- *List of staff*
- *The school day*
- *General statements/information on safeguarding and other policies. Policies and Procedures should be covered in detail at induction)*
- *(include any further relevant information)*