

# DRAYTON PARK SCHOOL VOLUNTEERING POLICY

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Reviewed: January 2024



Volunteering is welcome at Drayton Park. We believe it can both enhance our offer to children and families, as well as support members of our community to develop skills for parenting and work. Our approach to volunteers aims to enable all interested members of our community to find ways to support and learn from the school. We consider safeguarding children to be paramount; all regular volunteers are vetted and inducted to ensure the safety of our pupils.

The school distinguishes between occasional and regular volunteers. The school creates numerous opportunities for parents and members of the community to join classes on trips, support the school through events, watch assemblies and shows and visit classes to view learning. These are considered occasional activities. Regular volunteering involves working repeatedly in the school to support pupils' learning.

It is the school's policy not to place any staff member or regular volunteer with their own children except in exceptional circumstances. This is to avoid compromising relationships and to ensure fairness for all pupils.

## Application

Volunteers who would like to work at Drayton Park should complete the [Volunteer Application Form](#). This will be processed by the school's Volunteer Coordinator. The Volunteer Coordinator is responsible for setting up an induction day for the volunteer and contacting their named referee, using the school's standard [reference request letter](#) and [reference request form](#). All references must be read, approved and signed by the Head of School before a volunteer can begin a placement. Referees should ideally be current or past employers, or current or past tutors. In the case of a parent volunteer, the school may accept a character reference from a trusted professional who knows the applicant well.

## Induction

At induction, Volunteer Coordinators should use and complete the induction checklist for volunteers to complete their meeting. Volunteers must provide or complete the following at induction:

- Photo ID
- Proof of address
- Proof of any relevant qualifications (only if appropriate to volunteering role)
- Complete and sign the [volunteer risk assessment](#) (all volunteers should do this)
- Complete the [induction checklist](#)

All these documents will need to be copied and given to the school office to file, with the application form and reference.

## DBS Checks

All volunteers intending to work regularly in our classes need a school DBS check. Note that DBS checks from other organisations are not transferable. A volunteer may start working in the school if a DBS check is pending, so long as they have completed and signed a risk assessment (as all volunteers must do). The key safeguard in these circumstances is to make sure that the volunteer is always in sight of a member of school staff and is never enabled to be alone with children.

DBS applications can be arranged via the school office during induction.

Please note: The office needs warning of when induction meetings are due to happen, so time can be put aside to support DBS applications.

### **Safeguarding:**

As part of induction, volunteers need safeguarding training. This can be conducted by the school's DSL or a Deputy DSL. The Volunteer Coordinator must arrange this as part of induction.

Volunteer Coordinators are responsible for ensuring that volunteers are given a copy of the DfE's most current version of **Keeping Children Safe in Education, Part 1**, as well as a copy of the school's **Safeguarding Policy** (both linked in Induction Checklist). These should be emailed unless paper copies are specifically requested.

They are also responsible for ensuring the volunteer signs a risk assessment and the school's ICT Acceptable Use Agreement.

### **Checklist for Volunteer Coordinators – What to do when you get an application:**

1. Check the application for any discrepancies or missing information. If it is not complete, contact the volunteer and ask them to resubmit a complete form.
2. If forms are complete, reply to the volunteer thanking them for their interest and set up a date for an induction meeting. Give at least a week to process references etc.
3. Contact the volunteer's referee with the school's reference letter (which needs some editing to personalise it – check before sending) and reference form.
4. When the reference is returned, print it and show it to the Head of School, to be signed.
5. Let the office know about the induction date and inform them that the volunteer will need to apply for a DBS (unless the school already has one on file for the volunteer).
6. Run induction, using the [induction checklist](#). This list includes links to all documents that the volunteer needs to read.
7. Ensure that this includes safeguarding training, with the school's DSL or a Deputy DSL.
8. Give the following to the school office:
  - a. The volunteer's application form
  - b. A completed induction checklist
  - c. A signed risk assessment
  - d. A signed ICT AUA
  - e. A copy of the volunteer's reference, signed by the Headteacher
  - f. A copy of the volunteer's photo ID
  - g. A copy of the volunteer's proof of address
  - h. The volunteer's start and end date, the days and times they will be working and the place in school they will be working. Let the office know when a placement comes to an end so they can update the volunteer's file.

**If in doubt, please speak to the school's Volunteer Lead, who is currently Danny Kreel.**

**All the necessary documentation for the processes outlined in this policy are saved in DPK Staff Share > > Volunteers**