



Inspiring Educational Excellence for Everyone

**ARDEN**forest

C of E Multi Academy Trust

# Volunteers Guide



Adopted: September 2024

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## **How Volunteers can help the school.**

Our schools are committed to creating an environment in which the teaching and learning, achievements, attitudes and well-being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic progress and personal goals. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We endeavour to work with parents and members of the community to create a supportive environment for learning. Parents and other members of the community have many skills which can be deployed in a school on a voluntary basis for the benefit of the children's education. Volunteer helpers in the classroom, on trips and for extra-curricular activities are a great asset in helping teachers to offer a much broader and differentiated curriculum. Typical activities that volunteers can play in the school.

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Supporting or running after-school clubs
- Accompanying school visits
- Assisting on swimming visits.

## **Recruitment and Induction Procedure**

All adults who work in our schools, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our schools' and MAT visions and values. The schools' and MAT are committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. To this end there should be a thorough recruitment and induction process. Staff must not invite volunteers into school without the knowledge and consent of the Head of School.

**1) Advertise the Role:** Clearly outline the responsibilities, time commitment, and skills required. A template volunteer advert is attached in the Appendix of this guide as is the accompanying role description.

**2) Application:** Have potential volunteers fill out an application form that includes personal details, experience, and references. A template volunteer application form is attached in the Appendix of this guide.

**3) Interview:** Conduct an interview to ensure the volunteer is a good fit for your school environment. Questions for the interview are attached in the appendix of this guide. Prior to interview you should share the school's child Protection and Code of Conduct with the potential volunteer.

Potential volunteers should also be asked to complete a Criminal Records Self Disclosure form which can be found in the Appendix of this guide. References should have been requested and received before interview and the reference request form and covering letter can be found in the appendix of this guide.

**4) DBS:** Before the volunteer starts, the school will need to do an enhanced DBS with Barred List Check if they are going to engaged in unsupervised activity. As per KCSiE we are not permitted to ask for a Barred List Check if the volunteer is always supervised. If you

are unsure as to whether they are considered supervised please refer to Annex E of KCSiE [https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf) . The school must see a physical copy of the certificate and ensure that the volunteer is placed on the school's Single Central Record. If the volunteer is on the DBS Update Service there is no need for a new DBS but the original certificate must be seen and a check of the update service must be done. Until the school receives clearance and the volunteer has received their certificate, they are unable to help in school.

DBS checks for volunteers **must** be renewed every 12 months.

If it is identified that the volunteer has lived or worked abroad an overseas check should be completed. <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **Induction**

Volunteers cannot be expected just to “do”. Their generous offer of time requires the school to equip them properly for the tasks we ask of them. Volunteers support and supplement the teachers work. To that end it is important that volunteers are given the correct information to help pupils and staff, and to equally ensure their own wellbeing.

**1 General Induction:** Invite the volunteer into school and complete the Volunteer Induction found in the Appendix to this guide which outlines Safeguarding, Health & Safety, Security & Compliance and Behaviour. Prior to the Induction please email/ hand copies of all policies listed in the Induction to the Volunteer, as well as the school's Safeguarding and H&S leaflets (pro-formas are attached in the appendix to this guide). Have the volunteer sign and date the Induction document.

**2 Classroom Induction:** Teachers should clearly define the tasks and responsibilities for each volunteer based on their skills and interests and the requirement of the school e.g. where volunteers are listening to children read, clear instruction should be given regarding the needs and next steps of the individual and a process of feeding back key information with the class teacher should be established.

**3 Ongoing Support:** Arrange regular check-ins to provide support and address any concerns.

## Appendix – Links to related documents

### 1. Volunteer advert



Volunteer  
Advert.docx

### 2. Volunteer role description



Volunteer Role  
Description.docx

### 3. Application form



Volunteer Application  
Form.docx

### 4. Reference request covering letter and Reference form



Volunteer Reference  
Request letter.docx



Volunteer Reference  
Form.docx

### 5. Criminal Records Self Disclosure



Criminal Record Self  
Disclosure Form for v

### 6. Interview questions



Volunteer Interview  
Questions.docx

### 7. Volunteer Induction



Volunteer  
Induction.docx

### 8. Safeguarding and Health and Safety Leaflets



Safeguarding  
Leaflet.pub



Health and Safety  
Leaflet.pub