



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. Volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Ashfield Primary School without encroaching on the professional teaching responsibilities of the class teacher.

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Members of the Friends of Ashfield •

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis should request a Volunteer Application Pack from our Senior Administrator. This should be completed and returned with the necessary original.

Identity documents to facilitate an enhanced DBS (Disclosure and Barring Scheme) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college) unless a portable certificate is available.

When two satisfactory references, a disqualification by association declaration and a clear enhanced DBS check has been received by the school, the Headteacher will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to adhere to the school's confidentiality policy as well as other documents in the staff handbook. An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer.

The exceptions to this are:

- Work experience students or university placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Ashfield. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from our senior administrator.

All volunteers working regularly in school must undertake a short safeguarding induction.

All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day to day routines of the school and advice on protocol and practices in school as well as the following policies:

- Safeguarding and Child Protection
- Positive Behaviour
- Anti-Bullying
- Attendance & Punctuality policy
- Whistleblowing

This policy was adopted by the Resources Committee on 22nd May 2023. The next review date is Summer Term 2026