

EARLSMEAD PRIMARY SCHOOL

Volunteer Policy and Application Pack



SUCCESS *for* ALL

Written by	Mr Safarian
LGB Approved	November 2023
BoT Ratified	November 2023
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MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VISION

Working in partnership with children, parents, staff and governors, as a community we will achieve *Success for All* through:

Securing resilience

Understanding values and respecting others

Committing to our learning

Community involvement

Equality for all

Striving to do our very best

Setting high expectations

Introduction

At Earlsmead Primary School, we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. Whether a parent or relative of a pupil, or a student on work experience, the contribution volunteers can make to the work of the school is valued and respected and we recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

The types of activities that volunteers support and assist with include:

- Hearing children read.
- Talking to children about their learning.
- Working with small groups of children on teacher directed activities.
- Accompanying school visits.
- Day-to-day organisation of the class.

The benefits of volunteering

- For the children: increases in understanding, achievement, self-confidence and self-esteem.
- For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more.
- For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills and improved career prospects.

Becoming an Earlsmead Volunteer

Before starting their experience with us, volunteers must complete our Volunteer Application Form which enables the school to get to know the individual a little bit better whilst also informing us why a volunteer request has been made. Successful applicants will then be invited to meet Mr Safarian in person to discuss a potential experience opportunity. All volunteers are also required to complete a DBS (Disclosure and Barring Service) to assess their suitability to work with children; the school can support with this where needed. Once complete, the volunteer will be asked to complete the relevant agreements for their role (see appendix).

We greatly value and appreciate the time and effort that each of the volunteers dedicate to our school. To ensure our volunteers feel welcome and well informed about our school, we provide each of them with full induction, including safeguarding, where they will get to know the school better before entering the classroom.

Anyone wishing to become a regular volunteer should speak to Mr Safarian (contactable via the school office) and/or complete our application form in the appendix below.

Anyone wishing to become a volunteer for a one off event, such as a school trip should speak to the class teacher to see if support is required. If so, the Parents/Carers Trip Training form (available from the school office or in the appendix below) must be completed and handed in to the school office.

Safeguarding:

Earlsmead Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. Volunteers in regulated activity will be required to obtain an enhanced DBS check. The school can support with this application but one must be obtained before starting work in school.

Volunteers are required to sign in and out of the school office on each occasion and must wear their identification lanyard at all times whilst working on the school premises, or accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned, and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

All volunteers must have safeguarding induction and are expected to adhere to Earlsmead's policies and procedures. We reserve the right to complete any necessary safer recruitment checks (which could include an online search) before a volunteer commences at the school.

Confidentiality:

During their experience at Earlsmead Primary School, volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. This expectation is detailed in the Volunteer Code of Conduct Agreement and in the Confidentiality Agreement (appendix), which all volunteers must sign prior to starting. Any volunteers who break this confidentiality may be asked to leave.

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher.

Any concerns relating to a child's safety should immediately be shared with the Designated Safeguarding Lead (Jackie Stangroom) or a Deputy DSL in her absence.

In both instances, information will not be shared with any persons outside the school. Safeguarding procedures and training is included as part of induction.

Health and Safety:

The school and trust has a health and safety policy which is available on request or accessible here: <https://www.earlsmeadprimaryschool.co.uk/attachments/download.asp?file=3622&type=pdf>
At induction, the Deputy Headteacher will ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task.

If a volunteer attends a school trip, their emergency contact details will be requested prior to this. Volunteers must also exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Complaints:

Any complaints about a volunteer, or by a volunteer, will be dealt with in line with the school's complaints procedure. This is available on request or can be accessed here: <https://www.earlsmeadprimaryschool.co.uk/attachments/download.asp?file=3614&type=pdf>

Internal use only

Reference no:

Date received:

Position:

Closing date:

Appendix:

Application Form: Volunteer 2023

Vacancy Job Title	Volunteer
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Thank you for applying for a volunteering position with Earlsmead Primary School. As requested, please find attached an Application Form for you to complete.

The decision to invite you to attend for an interview will be based on the information you provide on this form.

All information supplied on this form is subject to the provisions of the Data Protection Act. The information provided will be treated as confidential and will be used in connection with personnel, monitoring and management purposes only.

Please ensure that you complete **all** sections. Providing false information will result in the application being rejected, withdrawal of any offer, summary dismissal if you are in post or possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Please return to Mr Safarian via the school office office@earlsmead.harrow.sch.uk

Part 1 - Information

Forename: _____

Surname or Family Name: _____

Middle Name(s): _____

1. Current / Most Recent Employment

Name and address of employer	
Job title Please enclose a copy of the job description, if possible	
Date appointed to current post	
Current salary	
Date available to begin new job	
If applicable, date and reason for leaving	

2. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	F/T or P/T	Dates (DD/MM/YYYY)		Reason for leaving
			From	To	

Full Chronological History (Cont'd)

Job title or position	Name and address of school, other employer, or description of activity	F/T or P/T	Dates (DD/MM/YYYY)		Reason for leaving
			From	To	

Please enclose a continuation sheet if necessary.

3. Periods Unaccounted For

Please give details of any periods that are not accounted for by full time employment, education or training. This would include periods of unemployment, carer's responsibilities, ill health, etc.

Reason / Description of Circumstances	Dates	
	To	From
Please continue on separate sheet if necessary		

4. Secondary Education & Qualifications (e.g. GCSE, A Level)

Name of School / College	From	To	Subjects and Qualifications Obtained

5. Further or Higher Education

Name of FE College, University or Awarding Body	Dates From To	Full or part-time	Subjects and Qualifications Obtained

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

6. Other Relevant Experience, Interests and Skills

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7. Supporting Statement

Please explain below (ideally no more than 2 sides of A4):

- Why you would like to volunteer at Earlsmead School.
- Any experience, skills, attributes and knowledge (gained in paid or unpaid work, study or training) that would support you to be an effective volunteer at Earlsmead School.
- Which days/hours/classes or Key Stages you would prefer to volunteer in and why. *NB We discourage parents/carers from volunteering in their own children's classes.*

Supporting statement continued...

Part 2 - Personal

9. Personal Information

1. Surname or family name	
2. Previous surname(s)	
3. All forenames	
4. Title	
5. Current address	
6. Postcode	
7. Home telephone number	
8. Mobile telephone number	
9. Email address	
10. National Insurance number	
11. Have you lived abroad for more than three months? If so, then state when, where and for how long.	Yes No
12. Do you have a current, full driving licence? (only applicable for driving related roles)	Yes No
13. Do you require sponsorship (previously a work permit)? Please be aware that we currently do not support applications that require sponsorships.	Yes No If YES please provide details under separate cover.
14. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc.).
15. Where did you see this role advertised?	
16. Do you know of anyone who currently works for schools within the Trust. If so, please identify who and the nature of the relationship.	

- Please note that an online search will be completed for shortlisted candidates.

10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

11. Data Protection Act – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice Policy and which can be found on our website.

The person responsible for Data Protection in our organisation is Judicium Consulting Limited and you can contact them with any questions relating to our handling of your data. You can contact them by emailing dataservices@judicium.com.

The information you have provided on this form will be retained in accordance with our Privacy Notice policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

12. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

12. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: _____

Print Name: _____

Date: _____

Volunteer Code of Conduct and Agreement (all volunteers)

Thank you for offering your services as a volunteer at Earlsmead Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Code of Conduct and Agreement and hand it in to Mr Safarian in person, or via the school office.

As Earlsmead Primary School volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. Earlsmead Primary School expects that volunteers will:

- Respect other volunteers, pupils and staff and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware of how their behaviour can affect both colleagues and children.

I have received a copy of the school's Volunteer Policy and Code of Conduct.

I agree to treat any information obtained from being a volunteer in school as strictly confidential.

I understand that an enhanced DBS check and other safer recruitment checks will be undertaken.

I have been made aware of who is my designated supervisor. e.g. Class Teacher, Deputy Headteacher.

I am aware of the school's safeguarding procedures and who I should go to if I have a concern about the welfare of a child.

Fire safety procedures have been explained to me as part of induction.

Signed: _____

Date: _____

Name: _____

Confidentiality Agreement (all volunteers)

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings with outside of the school setting such as parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned to Mr Safarian as soon as possible. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

Confidentiality Statement – Earlsmead Primary School.

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name: _____

Date: _____

Signature: _____

Parents/Carers Trip Training

Name of trip _____ Year Group ____ Date of trip _____

Date of training _____

Parents/Carer will:

- Follow all the instructions given to them by the class teacher.
- Make sure children are sat and have seat belts on during the coach journey, no eating or drinking.
- Know which children are in their group, check they are together throughout and count regularly.
- Ensure you know where the children are at all times and alert the teacher immediately if any pupil is missing.
- Reinforce the rules from the teacher if necessary.
- Remind the pupils to walk quietly and in a line.
- Remain with the group throughout the trip. Time is allocated for toilet trips but speak to the teacher if a pupil or adult needs to go at other times.
- Report any concerns over behaviour to the class teacher as soon as possible.
- Encourage the pupils to participate when necessary and make the trip enjoyable.
- Know which adult is responsible for first aid.
- Be dressed appropriately for the activity and bring a pack lunch.
- Remain with the group in emergencies.

Parents/Carers will not:

- Give out sweets, food or drink, or medication to children at any time on the trip.
- Smoke during the trip.
- Leave the group without notifying the class teacher.
- Use their mobile phones during the trip.

Teachers will:

- Meet with all adults before going on the trip.
- Make clear the expectations of the adults and pupils.
- Give a list of the children in their group.
- Give a summary / timetable to the adults in advance.
- Give any relevant background information on the place if necessary.
- Advise of any health and safety issues to be aware of.
- Supply any paper, pencils etc. necessary for the trip.
- Ask you for emergency contact details for the trip and any health issues that might impact on the trip.

Signed (class teacher) _____ Date _____

Signed (Parent/Carer) _____ Date _____

Name in capitals _____ Parent of _____