



Quick Guide to

“What happens with a prospective volunteer”

When a prospective volunteer registers their interest with the school, the Assistant Head of School, Mrs Furness, will request a Volunteer Application Form is filled in and returned. This form helps in gathering relevant information about the person, any experience, where their interests lie etc, (and where they could possible help within the school) If the person has actually come into the school and time permits the Assistant Head of School (Mrs Furness) will show them a brief tour of the school. This quick walkabout also helps in judging if they would fit in and whether ultimately to proceed with their application. We find this process really important.

If a suitable volunteer and a volunteering position arises within a class the school requests from the applicant that a Disclosure Barred Service form (DBS) is completed. This is done online with the School Office. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have recently merged into the **Disclosure and Barring Service** . CRB checks are now called DBS checks. The applicant comes into the school with all relevant information needed (ID etc.,) and the Office will take copies of their ID and evidence for their DBS check. New procedures mean that the school is not permitted to keep copies of any DBS's.

The DBS certificate will be sent to the applicants home address and generally can take anywhere between 1 and 3 weeks for the form to be processed. When this is received the applicant will arrange to show Mrs Burton the DBS. Mrs Burton will input the information from the form onto the Single Volunteer Register and forward a copy of this to Mrs Furness.

Mrs Burton or Mrs Furness will give the volunteer the Whole School Safeguarding Folder which they are requested to take home and thoroughly read (see “contents” sheet for what is held in this) This folder also holds information that the volunteer might need on various school policies they tend to ask for to complete relevant sections on their courses.

A pack is also given out which includes “Information for students and volunteers” A Safeguarding Induction Sheet for new supply staff, Visitors and volunteers to school” and an ICT Code of Conduct (the volunteers keep all these). They are also requested to sign and date copies of all the above (for schools records) and undertake the Keeping Children Safe in Education Quiz.

They are given a more in-depth “walkabout of the school” and specifically shown what class they will be working in, toilets, rest areas etc. Sometimes there is an opportunity during this walkabout for the volunteer to meet briefly with the class teacher they will be working with.

The Assistant Head of School emphasises in this walkabout the importance of confidentiality, security and safeguarding and ensures that the applicant is aware of these. This is an opportunity for the volunteer to ask any questions too. Mrs Burton and Mrs Furness have made a brief admin sheet for themselves to check against and ensure everything is done methodically.