SUMMARY PROCEDURES FOR ENGAGING VOLUNTEERS IN SPURCROFT PRIMARY SCHOOL			
Date Established:	7th June 2021	**Review Date:**	7th June 2026
Written by:	Gráinne McQuaid		(or earlier if guidance is updated)

RELATIONSHIP TO OTHER POLICIES AND PROCEDURES:

Please refer to the full policy document for Engaging Volunteers in School.

Other relevant guidance and policies include:

- Keeping Children Safe in Education (KCSIE Part 1)
- Spurcroft's Safeguarding Policy
- Safer Recruitment procedures (KCSIE Part 3)

PROCEDURE STATEMENT:

In line with our Safeguarding Policy and Keeping Children Safe in Education, all volunteers go through a rigorous vetting process prior to being engaged in school.

When a volunteer is identified, an application pack is sent out. This outlines our requirements and vetting processes. A summary of our requirements include:

- A completed application form
- Two satisfactory references
- DBS clearance checks (which requires bringing in 3 forms of ID)
- Criminal Records Self-Declaration form
- Confirmation that KCSIE Part 1 has been read and understood
- Confirmation that Spurcroft's Safeguarding Policy has been read and understood
- Signed Code of Conduct
- Childcare Disqualification Declaration form, if applicable
- Overseas criminal records checks, if applicable
- Other checks may be carried out if considered necessary or relevant to the volunteering role

On receipt of the completed Application form, references are requested; when these are received and scrutinised, a date is arranged for the volunteer to be interviewed by the Headteacher/ Deputy Headteacher.

If the volunteer is successful in being selected, the remaining requirements as listed above will be requested.

The volunteer must <u>not</u> start their volunteering role in school until all necessary checks and clearances have been received. On their first volunteering day in school, an Induction will be held which will include safeguarding, health and safety, fire drill procedures.

Any questions regarding the engagement of volunteers should be directed to Gráinne McQuaid, Finance Officer, at GMcQuaid@spurcroft.w-berks.sch.uk