



Volunteering and Safeguarding in School

There are many ways you can help support the school and we really value the time and commitment that parent/carers can give in supporting a range of cross curricular activities throughout the year. Our volunteer policy clearly explains our approach to supporting volunteers in school.

When we require volunteers, we will always use those who already hold an acceptable DBS first. If you do not have an appropriate DBS we will only be able to support your application if we have a need for your particular skills.

This school is committed to safeguarding and promoting the welfare of children at all times. We expect all staff, governors, volunteers and visitors to share this commitment.

To volunteer in school, the following **MUST** be in place:

- An enhanced DBS disclosure certificate
- Signed acknowledgement of HISN Volunteer Policy

The process of volunteering at HISN is as follows

Steps in Process	Action Required
September - Year group welcome meetings for parents/carers will provide an opportunity to sign up to volunteer if you are able to make a regular weekly commitment.	<ul style="list-style-type: none"> • Parent/Carers attend the year group welcome meeting • Add your name to the volunteer register if you are not already on the register • Bring your DBS certificate if you have one to the school office, it must be DBS that has been carried out by RBK/LBRuT • If no current DBS, you complete an HISN registration form for an online DBS application.
September – Parent/carers attend a compulsory volunteer training session. This session MUST be attended prior to volunteering in school.	<ul style="list-style-type: none"> • Parent/Carers attend volunteer meeting • Bring DBS certificate if available • Complete HISN Volunteer policy acknowledgment





	<ul style="list-style-type: none">• Complete safeguarding children and young people agreement
A list of volunteers will be compiled for the year group/school to use.	<ul style="list-style-type: none">• Admin team to pass list of volunteer names to class teachers
Class teachers contact volunteers and make arrangements for volunteering.	<ul style="list-style-type: none">• Class teachers to contact volunteers• Parent/carers come in to school to volunteer via school office to sign in.

At the end of the academic year, all volunteers who have regularly supported the school will have their information passed to their next class teacher. All volunteers are required to attend the annual volunteer training session in September.

Please note we will use volunteers across the school so you may not always be with your child's class or year group. When class teachers are looking for volunteers for school visits, they will contact parents/carers that are on their DBS volunteer list.

We really value the partnership between parents/volunteers and school in enriching the experiences of the children and thank you in advance for your support.

