



# **Volunteer Statement**

Dated: Autumn Term 2023

Review: 30<sup>th</sup> September 2027

## **Contents:**

[Statement of Intent](#)

1. [Legal Framework](#)
2. Safeguarding Procedures at Firs Primary School
3. Monitoring and Review

## Statement of Intent

Once a Volunteer has shown an interest to come a support at Firs Primary School, we believe it is essential that they follow an effective induction procedure.

Through this Statement we aim to ensure that every Volunteer:

- Is welcomed by the school.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Is provided with all necessary contextual information.
- Meets the Headteacher, staff and pupils.
- Understands the role of the Governing Body and its committees.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions.

## **1. Legal Framework**

- 1.1. This Statement has due regard to legislation and statutory guidance including, but not limited to, the following:

DfE (2020) 'Keeping Children Safe in Education'

- 1.2. This Statement operates in conjunction with the following school policies:

Health and Safety Policy

E Safety Policy

Equal Opportunities and Dignity at Work Policy

Anti-Bullying Policy & Allegations against children policy

Child Protection and Safeguarding Policy

Staff Code of Conduct

Behavioural Policy

- 1.3. All policies are available to view on the school website or from the SBM.

## **2. Safeguarding Procedures at Firs Primary School**

Firs Primary School will require a DBS certificate regardless of whether the Volunteer is in regulated or unregulated activities within the school.

We will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of school staff as a point of contact, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

\* Sign in and out of the building using Inventory located in reception

\* Visitors badge worn at all times

\* A designated member of staff is made aware of where the volunteer is working

All volunteers will be made aware of Safeguarding Procedures and notified of who are the DSL & DDSL when joining Firs Primary School.

## **3. Monitoring and Review**

- 2.1. This Statement will be reviewed by the Headteacher and the Governing Body every 4 years.

- 2.2. Any changes to this Statement will be communicated to all staff and other interested parties.

2.3. The next scheduled review date for this Statement is September 2027.