

Haslingfield Endowed Primary School

**Managing Volunteers in a School Setting (Updated: 20/1/2017)**

The following criterion has been identified to fully meet National and County expectations for managing volunteers in a school setting.

Adult Role	Definition	Description of Vetting Process	Managing/Reducing Risk
Type 1 : Visitor	A person invited to school on a one off basis without an agreed revisit date. Usually someone who offers a service or has knowledge or skills not available to employed staff.	Agreement of responsibility from Assigned Adult and risk assessed.  If the visitor is invited to stay for a whole day then a 'volunteer induction process' should be carried out by a member of the SMT	Signed in to school. SMT informed by Office that a Visitor is on site. The assigned person, an employee of the school, has responsibility for the visitor, ensuring they are always audible and in line of sight until they leave the premises. The assigned person will explain their expectations and details of this arrangement to the visitor. The visitor must wear a school lanyard at all times. <u>Due to the high level of supervision required - being an assigned person is not usually a recommended responsibility for a class teacher, who is required to priorities the learning and safety of children in their care.</u> A Type 1 visitor can be invited to supervise children on school trips providing they meet the above criteria.
Type 2 : Occasional Supervised Volunteer	A person who volunteers on an infrequent ad-hoc basis.	Volunteer Induction Process Completed. DBS completed and valid ID – Picture and address confirmed	Signed in school On arrival the volunteer is introduced to the employed adult to whom they are assigned. The assigned adult must confirm that the volunteer has had the necessary checks completed and is on the school volunteer list – kept in the school office. The assigned person, an employee of the school, has responsibility for the volunteer, ensuring they are always in line of sight until they leave the premises. The assigned person will explain their expectations and details of this arrangement to the volunteer. The volunteer must wear a school lanyard at all times. <u>Due to the high level of supervision required - being an assigned person is not usually a recommended responsibility for a class teacher, who is required to priorities the learning and safety of children in their care.</u> A Type 2 volunteer can be invited to supervise children on school trips, as Type 1, and transport children briefly in cars – adhering to the school 'transport in cars' risk assessment.
Type 3: Fully Vetted Volunteer	A person who volunteers or is contracted on a routine basis. A Governor A Self employed Adult e.g. Ballet, Peripatetic Teacher	Volunteer Induction Process completed. DBS completed and valid. ID – Picture and address confirmed Two volunteer references completed. Signed Induction policy pack Signed 'disqualification by association' form Child protection training complete. Prevent training complete.	Signed in to school with ID confirmation if not checked previously by office. Copy of DBS seen if not held centrally by the school office or personal letter from recognised official organisation with evidence of checks being carried out. The volunteer must wear a school lanyard at all times. A Type 3 volunteer or contractor may have unsupervised access to the school.
	A Contracted service e.g. First steps sport, CCS, Blue flame, Supply Agency Other External vetting e.g. College Students, CCC Personnel, Ofsted	A letter stating appropriate safeguarding checks are carried out from a professional organisation including DBS reference. Volunteer Induction Process completed. ID – Picture confirmed	