



Volunteers Policy

Introduction

At Havelock we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially valued and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

Our Volunteers include:

- Members of the Governing Body
- Parents and relatives of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

Volunteer Opportunities

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running or assisting with after-school clubs e.g. dancing
- Working with children on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Development Plan,
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school

visit or on a more regular basis, e.g. hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Volunteers should complete the **Volunteer Application form/Information Sheet (Appendix 1)** with all their relevant details, /address, previous employment history, a personal statement supporting the application, the type of activities they would like to help with, and the times they are available to help.

Job Description and person Specification- (Appendix 2) will be given to each volunteer

Volunteer Agreement - Appendix 3

Before starting to help in school, volunteers should complete the Volunteer Agreement (**Appendix 3**), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy. Prospective volunteers who will be engaged in 'Regulated Activity*' will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children (**Appendix 4**). This will be arranged through the school office before starting in school.

**Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

At Havelock Primary School our school motto is, 'Exceed to Succeed', captures our unique philosophy. We are proud to be part of the local community and work closely with families to help our children develop both academically and socially within a happy and supportive environment. We promise to encourage the aspirations of all our children, providing an exciting curriculum that will nurture a life-long love for learning. Havelock Primary School offers a curriculum that is creative and fun. We pride ourselves on meeting the high expectations of pupil behaviour at school and on trips. As a multi-cultural school we actively promote the respect and tolerance of all religions and faiths. We strive to create an environment that is friendly and inviting. Children are provided with the support they need to be safe, have fun, achieve, make a positive contribution and be prepared for economic well-being. We encourage all our children to adopt positive attitudes and lifestyles through a range of opportunities in and out of school.

The vision is underpinned by the following aims and values:

Aims

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to

maximise children's development.

- To continually seek ways to improve every aspect of the school's work and life.

Values

We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.

We want our pupils to leave us well educated, self-confident and caring members of society.

We will endeavor to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Safeguarding

Havelock Primary is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem

regarding a child's behaviour or understanding of a task

To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are asked to complete the **Volunteer application Form/Information Sheet** which the DHT/HT will check **(Appendix 1)**
 - A job description and person specification is shared with each volunteer **(Appendix 2)**
 - All Volunteers are given a copy of the Volunteer Policy and asked to sign a **Volunteer Agreement (Appendix 3)**
 - To ensure the safety of our pupils at all times, all of our Volunteers must have a DBS check carried out by the school, which will cost £12. A certificate is then issued to the individual to produce in school.
1. **Childcare disqualification declaration** must be completed and given to the school for our records. **(Appendix 4)**
 2. Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, a risk assessment will be carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our **Off-site visit agreement (Appendix 5)**.
 3. **Safeguarding Advice** for all volunteers can be found in **(Appendix 6)**

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

4. To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
5. Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
6. Inform the Volunteer that the school no longer wishes to use them.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DEF or LEA.

| | |
|--------------|----------------|
| Signed: | |
| Dated: | July 2017 |
| Review date: | September 2019 |

Appendix 1

Confidential

Volunteer Application Form



Ealing Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment

School name:

Contact name:
Telephone:
Fax:
Email:

1. Personal details

Surname:

Forename(s):

Previous name(s):

Home/term time address (if different):

Postcode:

Present address:

Postcode:

Telephone (home):

Telephone (work):

Mobile:

Email:

2. Employment / Volunteering history

Please list below your full employment history starting with the most recent (this should include voluntary/unpaid work) and provide an **explanation for any gaps**

| From dd/mm/yy | To dd/mm/yy | Full/ part time/ voluntary | Name, address and contact number of employer | Position held and salary | Reason for leaving employment |
|------------------|----------------|----------------------------------|---|-----------------------------|-------------------------------------|
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3. Education, training or courses

Please give details of any education, training or courses you have successfully completed that may be relevant to the role for which you are applying.

| Education, training and courses | | | | | | |
|---------------------------------|----------------|------------------------|------------------------------|-------|-------|--------------|
| From dd/mm/yy | To dd/mm/yy | Name of school/college | Examinations passed | | | |
| | | | Subject (inc. awarding body) | Level | Grade | Date awarded |
| | | | | | | |
| | | | | | | |
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4 Rehabilitation of Offenders Act 1974 (exemptions order 1987)

Rehabilitation of Offenders Act 1974 (as amended)

The volunteer role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

Do you have anything to declare in relation to the above ? Yes No

Have you ever been disqualified from working with children and /or included on the DfES List 99 or subject to sanctions imposed by a regulatory body eg GTC, DfES? Yes No

If you answered Yes to either of the above questions, please provide details below:

5. Supporting statement

a) Why are you applying for voluntary work at the school?

Please include any skills or experience that you bring to the role, what is your motivation for wanting to work with children or young people and explain what you want to achieve from volunteering.

If the school provide a selection criteria for the role you are volunteering for please ensure you address all the points listed.

6 References

Please give details of two referees the first of which must be your current or most recent employer or organisation you volunteered for. References from friends, School or colleges will only be accepted for candidates applying straight from full time education or when candidates provide an acceptable reason why a previous employer cannot be contacted.

If the role you are volunteering for involves working directly with children we would welcome a reference from the most recent employer with whom you were employed to work with children. (this may include voluntary/unpaid work). **Please let your referees know that we will contact them.**

| | | | |
|----|------------|----|------------|
| 1. | Name: | 2. | Name: |
| | Job title: | | Job title: |
| | Address: | | Address: |
| | Postcode: | | Postcode: |
| | Email: | | Email: |
| | Tel no: | | Tel no: |

Any issues raised in the references may be raised at a later point.

Safeguarding Children

Ealing schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work in a school environment is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Date (dd/mm/yyyy) **Signed** _____

If applying on line you will be asked to sign your application at interview.

If you wish to be informed of the information we hold about you please contact, The Data Protection Officer (ICD), Ealing Council, Perceval house, 14-16 Uxbridge Road, Ealing, W5 2HL, or email at dataprotection@ealing.gov.uk

Disclosure and Barring Service Checks

In line with the safer recruitment consortium Ealing recommends DBS checks for all volunteers who will be coming into school regularly and having contact with children. Volunteers in regulated activity must have a DBS check and also be checked against the barred list.

Appendix 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

| | |
|---|--|
| Name of Volunteer: | |
| Date of Birth: | |
| Other names known by (including maiden names): | |
| Address: | |
| Phone: | |
| What skills / areas would you like to help with in school? | |
| Are there any particular age groups / classes you would like to work with? | |
| Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i> | |

*Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the Headteacher / Deputy Headteacher.
Your offer of help is appreciated and we will be in touch shortly.*

Volunteer Job Description and Person Specification

School Volunteer Role:

School: Havelock Primary School

Supervisor: HT/ DHT

Main purposes of the role

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 - To work under the direct instruction of the class teacher to support the teaching and learning activities in the classroom.
 - To provide general support to the class teacher in the organisation and management of pupils and the classroom.
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
 - To support the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
-

Main responsibilities and tasks

1. To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
2. To adhere to school health and safety policy including risk assessment and safety systems
3. To adhere to school policy on equality and diversity
4. To adhere to the school's Code of Conduct

Support to pupils

1. Under instruction from the class teacher to support pupils learning by working with individuals or groups of pupils, including those with special needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set.
2. To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
3. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
4. To assist the pupils in their use basic resources and equipment as directed by the teacher.
5. To accompany teaching staff and pupils on visits, and out of school activities as required.
6. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.

Signature of role holder: _____ **Date:** / /

Volunteer Role Title

Volunteer Manager: HT/ DHT

Requirements

- a) Ability to work well as part of a team.
- b) Ability to relate well to children.
- c) Ability to relate well to adults
- d) To be responsible for promoting and safeguarding the welfare of children and young people within the school
- e) Basic literacy and numeracy skills

Appendix 3 Volunteer agreement

Thank you for offering your services as a Volunteer at Havelock Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

If you already have a DBS Certificate, please hand it to the school and a copy will be made for the school records.

| | |
|---------|--|
| Signed: | |
| Name: | |
| Date | |

Appendix 3 Child Disqualification Declaration

Dear Volunteer ,

As part of our duty to safeguard pupils, we need to check whether you or the people you live with have been disqualified from caring for children. Please answer the questions and sign both of the declarations below.

Please note that you are not required to disclose convictions or cautions that are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

In sending you this form we have sought union advice and the NUT has responded as follows:

I think it is reasonable for the employer to ask staff to sign such a form. In the same way as a safeguarding training form. The employer has a duty to ensure that all staff meet the criteria for working with children. Teachers are required to declare if they may be living with someone who would make them disqualified by association.

If you are unsure about any aspect of this form please come and see me in confidence.

When you have signed the form please return to the school office.

Thank you for your support in this matter.

Mrs Rees

Havelock Primary School & Nursery
Havelock Road, Southall, UB2 4PA
t: 020 8571 7204
f: 020 8843 988
e: admin@havelock.ealing.sch.uk
w: www.havelockprimaryschool.com
Headteacher: Mrs C Rees

Exceed to Succeed



| | |
|------|--|
| Name | |
| Role | |

Self-declaration

| | |
|--|---------------|
| <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) Regulations 2009, been made in respect of you? This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care | Yes/No |
| <p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009? This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) | Yes/No |
| <p>Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children's Barred List)?</p> | Yes/No |
| <p>Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p> | Yes/No |
| <p>Please provide further information where you have answered 'Yes' to any of the questions above.</p> <p>.....</p> <p>....</p> <p>.....</p> <p>...</p> <p>I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children.</p> <p>Signed:..... Date:.....</p> | |

Please Turn over

Association declaration

| | |
|---|---------------|
| To your knowledge, are you living in a household where another person who has been disqualified from working with children under the Childcare (Disqualification) Regulations 2009 lives or works? | Yes/No |
| Please provide further information where you have answered 'Yes' to the question above. I will make the school aware of any changes in these circumstances, and will notify the school where I become aware that a person who lives or works in my household is disqualified from caring for children. Signed:..... Date:..... | |

March 2017

Appendix 4

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children. Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need

to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

| | |
|----------------|--|
| Signed: | |
| Name: | |
| Date: | |

Appendix 5



Safeguarding Advice for Volunteers & Visitors

This leaflet is designed to help volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure the safety and wellbeing of our pupils and adults.

Keeping Children Safe

- We are committed to promoting high standards of safeguarding and wellbeing for our pupils.
- Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.
- We appreciate the help that you are able to give us and hope that you enjoy working in our school.
- This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask Mrs Rupra (DHT).

What are your responsibilities?

As a visitor or volunteer you will be issued with a lanyard when you sign in, which should be worn at all times. Please remember to sign out before leaving the premises and hand your lanyard back to the office.

Volunteers will be required to sign the volunteer code of conduct. Supply agency are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance.

Safeguarding and Child Protection

Our Designated Safeguarding Lead is Hardeep Rupra, Deputy Head. If you are worried about the welfare or treatment of a child during your visit, please inform a member of the admin team that you wish to speak to the safeguarding lead.

If a child makes a disclosure

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mrs Rupra **immediately**.

Stay calm, listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

*For further information Please see our **Safeguarding Policy** available from the school office.*

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

Fire Procedures:

In the event of a fire:

A continuous bell will sound

All classrooms have clearly displayed fire safety procedures. If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

Health and Safety

We are a nut free school, no items contains nuts may be brought on to the school site. All hot drinks must be contained in a hot drinks flask to prevent any spillages or accidents.

Preventing Extremism

We have adopted the Government definition of extremism: “Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you. *This leaflet has been given to you to ensure you understand what is expected of you when you visit Havelock Primary School. If you are unclear about anything in this leaflet, please speak to a member of staff.*

Order of Procedures:

1. All Volunteers are asked to complete the **Volunteer application** Form/Information Sheet (**Appendix 1**) once completed must be given to e DHT/HT
2. DHT to check the Volunteer application form for all relevant details and references
3. DHT to contact Volunteer to make an appointment and go through the application and to carry out DBS checks and or apply fir DBS certificate
4. DHT to pass over application to SBM. SBM will apply for DBS where applicable for volunteer to carry out voluntary work at the school.
5. SBM to add volunteer to SCR on the first date they start
6. Once certificate / clearance checks have been made, volunteer will meet DHT for induction into school systems.
7. Volunteer given a copy of the Volunteer Policy and asked to sign:
 - i) **Job description (Appendix 2)**
 - ii) **Volunteer Agreement (Appendix 3),**
 - iii) **Childcare disqualification declaration (Appendix 4)**
 - iv) **Safeguarding Advice (Appendix 6)**
 - v) **Induction pack for Safeguarding**
 - vi) **Safeguarding Policy**
8. Where applicable a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, a risk assessment will be carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our **Off-site visit agreement (Appendix 5)**.
9. Once all relevant paperwork has been signed and checked; a copy will be given to the volunteer and another set will be kept in the Red Volunteer File, in the school office