

Any 'Safeguarding' issues that arise from the implementation of this policy then they should be dealt with in accordance with the school's Safeguarding policy. This policy may be found on the school website or accessed via the school office. Any emergency should be referred directly to the school by telephone or in person for the attention of the Designated Senior Person.

Recruitment and selection of Volunteers

All prospective volunteers should be asked to:

- Initially complete an expression of interest form
- Take part in an informal interview to discuss reasons for wanting to volunteer the skills and experience they can contribute and what they hope to achieve in return
- Provide details of two referees (who should not be relatives)
- Complete a DBS check if necessary (see paragraphs 2 and 9 below and the "Criminal records checking policy and procedure" for further details) and a risk assessment where a DBS check is not required.

Training, induction and support of volunteers

Volunteers should be given training appropriate to their role and should be assigned a contact point / nominated member of staff for their task. Schools should be committed to treating volunteers fairly under their equal opportunities policy.

Volunteers under direct supervision of the school will be indemnified against third party claims under the DCC employers and public liability policy whilst volunteering for the school.

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken
- Be provided with appropriate and sufficient training in undertaking the relevant activities tasks
- Be provided with relevant equipment / materials
- Be provided with relevant health and safety advice / training and equipment as necessary
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding
- Be given clear guidelines about confidentiality

Grievances and complaints

Any problems arising from either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the option to terminate the agreement. If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties.

Roles and expectations

It is important to set clear guidelines and expectations in order that the needs of the volunteer and school may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering
- An induction training programme and appropriate task related training
- Relevant and up to date information and advice
- To be given copies of policies on child protection and safeguarding children, health and safety and equality.

In return we ask volunteers:

- To be a positive representative of the school
- To adhere to their task, responsibilities and commitment as agreed
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.