

Glynwood Community Primary School



Volunteers in School Policy

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1. Rationale

Safeguarding our pupils is of prime importance so all visitors to our school will need to sign in and follow school procedures during their visit.

2. Volunteering in School

We welcome adults who wish to volunteer in school and value the contribution that they can make to our school. Volunteers may be:

- parents and carers of our children who wish to take an active role in the life of the school
- members of the local community
- current students or people who wish to gain experience in Education prior to applying for University/ College courses

There are opportunities for volunteers to take an active role, assisting class teachers or in becoming involved in our Friends of Glynwood group, who are primarily involved in fundraising for the school.

The appointment of a volunteer is subject to the satisfactory completion of the following:

- an interview with the Headteacher
- the completion of an application form
- 2 references
- medical clearance
- Anyone wishing to volunteer at Glynwood must have a valid enhanced disclosure from the Disclosure and Barring Service. For Glynwood, this must be one applied for and issued through Gateshead Council. The exception to this rule is when current students have gained disclosure through the establishment at which they are studying

3. Disclosure and Barring checks

Non students will be asked to complete a Declaration of Criminal Convictions form and provide proof of identity. This will be submitted to Gateshead council for processing.

4. Charges

The definition of a volunteer used by the Disclosure and Barring Service is as follows:-

"a volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives with no other benefit to themselves".

Anyone that applies for a Disclosure and Barring Service check in a post which falls into the definition above is entitled to a check free of charge, however where a person is undertaking unpaid work because they need a placement in order to fulfil the entry criteria for a university placement or they are undertaking work experience with a view to gaining employment or as part of a vocational qualification, then the usual charges apply for the check. Because those people do not fall into the definition of a volunteer, and are not an employee of Gateshead Council, the school or service requesting the check will be re-charged for the check cost and administration fee.

Where there is a cost to the school as outlined above there will be a charge of £54.00, however, we do appreciate and recognise the valuable contribution that volunteers can bring to our school and in the event that a volunteer attends school for 10+ sessions we will arrange to reimburse this.