

Volunteering at The Vineyard School Guidance Document

The involvement of parents and other volunteers in our children's education is vital and we encourage active participation. It is also vital that we ensure the safety and wellbeing of pupils at all times. To be able to do this, a number of safeguarding measures need to be put in place.

In order for you to volunteer for the school, you are required to complete the following actions:

1. Complete a Disclosure and Barring Service (DBS) check
2. Attend volunteer training from the school's Designated Safeguard Lead
3. Read and complete a number of documents

N.B. In addition, if you have not been resident in the UK for at least the last five years you might be asked to provide a certificate of good conduct from each country where you have resided for 12 months or more.

Disclosure and Baring Service (DBS) and Update Service

A DBS check must be carried out for all volunteers to ensure that The Vineyard School complies with the recommended safeguarding procedures and upholds its legal responsibility to safeguarding.

Safeguarding Policies and Documentation

In line with our procedures, volunteers are required to read or complete the following documents (which can be find under '*Policies*' on the school website) prior to volunteering:

- Guidance and Protocol for Volunteers
- DfE Keeping Children Safe in Education – part 1
- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Promoting Positive Behaviour and Discipline Policy

N.B. Applicants will need to sign to confirm they have read all five documents.
Other documentation

Volunteers will need to complete the following form if volunteering to help with the Early Year or for Extended School Provision.

- [Childcare \(Disqualification\) Regulation Form](#)

Additional Information

To comply with Safeguarding and Health & Safety regulations, all volunteers must sign in and out at the School Office each time they volunteer, whether remaining in school or helping on a school visit. They must also wear a visitor badge.

If a volunteer has any safeguarding concerns they must share these with the Designated Safeguard Lead as soon as possible.

Privacy Notice

For full information on how your data is used, please read our [Privacy Notice for Governors and Volunteers](#).