

Broughton Fields Primary School



School Volunteer Policy

December 2021

Review date: December 2023

The aim of this policy is to:

- To provide parents/staff and volunteers with clear expectations and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils through a shared knowledge of procedures.

1. Introduction

Volunteers are parents or other adults working alongside the school staff and students on work experience.

A volunteer is a person who offers time freely to support an activity, project or programme on an unpaid basis.

Volunteers offer a diverse, broad, range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities.

This policy does not apply to work placements or secondments, including placements of school-age children.

The school recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place.

The school also recognises its duty of care to volunteers and the importance of ensuring that appropriate health and safety measures are implemented.

Volunteers are not employees of the school and therefore do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave. Although they are subject to pre-engagement checks similar to pre-employment checks.

Volunteers will not be used to replace staff or do work that should be undertaken by paid staff.

The school does not foresee the need for volunteers to incur expenses, volunteers may receive reimbursement for pre-agreed expenses where appropriate.

Volunteers are included in the school's current insurance arrangements for public liability and personal accident.

Thank you for volunteering to help our support our school community.

At Broughton Fields Primary School we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as computing, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school. Some volunteers are working towards a career in education. The school supports such requests to volunteer as part of work experience required for the completion of a course, and works with the course providers to ensure we can support the volunteer's progress during their time in school.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

2. Aims and Ethos

Broughton Fields Primary is a good school with wonderful pupils and a great staff and governor team. Our vision is to develop a learning community in which everyone is valued and supported in becoming a caring, collaborative, critical and creative thinker. As an inclusive school, we celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs. We particularly want to ensure that parents and pupils are fully participative in the process.

This mission statement and vision, agreed by all, is key to the way we work and we expect all staff, governors and volunteers to be committed to it, in total agreement with it, and to work hard to achieve it!

Our School Vision **Learning Together:** **“A caring community committed to lifelong learning.”**

Our Statement of Purpose

We provide:

- A happy, welcoming and caring ethos; building positive partnerships to enhance everyone's capacity to learn.
- An inclusive curriculum that is creative, innovative and challenging; inspiring children to explore, learn and grow.
- High quality teaching ensuring high standards of achievement; enabling all children to achieve their best.
- Opportunities to develop skills, knowledge and an understanding of the world, needed throughout our everyday lives.
- A safe and secure environment; fostering a sense of family.
- A diverse school community; developing independent learners with a strong sense of pride in everything they do.
- Values led education; placing positive relationships at the heart of everything we do. As well as 22 values that children are immersed in throughout their time at Broughton Fields, we have six 'key' values that we expect the children to adhere to every day. They are called 'key' values because we believe that they can unlock a child's future. They are:

Respect
Responsibility
Resilience
Honesty
Co-operation
Aspiration

3. Safeguarding

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal induction to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children. We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a regular volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. Mrs Timms will help you with this process.

Those who help out at specific events e.g. school fair, aspiration talk, etc, who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

4. Becoming a Volunteer in School

We have three different volunteer routes:

- Aspiration Volunteer
- Casual Volunteer
- Regular Volunteer

Volunteering in School:

I might be able to help now and again...	Sometimes, we need volunteers to help with one of our special days or at a fundraising event. Sometime, classes ask for support with sewing or woodwork. If you'd be happy to be added to our communication pool for ad hoc volunteering, please complete a Casual Volunteer form to let us know.
I'd be happy to do something specific...	If you have a particular interest, set of skills, experience or connection that you think will enhance what we do here, please let us know. It may be that this is a great opportunity for an aspiration visit, or it may be we utilise your offer to run something enriching for a class in school. Depending on what you can offer, you may complete a Casual Volunteer form or an Aspiration Volunteer form .
I'd like to become a regular volunteer...	Regular volunteers are those who can commit to a regular, usually weekly, visit to school. We ask regular volunteers to support our pupils with opportunities to read with an adult, build confidence with an area of the curriculum they're finding challenging or to enable us to stretch and challenge pupils beyond the classroom. We do ask for references and further information initially to set up regular volunteers. If this is something you can offer, please complete a Regular Volunteer form .

Prospective volunteers are asked to complete a School Volunteer Information/request form (Appendix 1A,1B,1C). These forms differentiate the type of volunteer role they are able to commit to. Checks similar to those for safer recruitment will be completed, including taking up references for regular volunteers (using Appendix 1D).

All volunteers will be asked to attend an induction meeting, which will cover the following topics:

- Confidentiality
- Safeguarding including the Prevent Duty
- Child Protection
- Health & Safety
- Fire

5. Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Headteacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

6. Volunteer Roles in School

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Sharing books (see appendix 2);
- Working on the computer;
- Playing games;
- Making things;
- Cooking;
- Gardening;
- Sewing;
- Topic related studies;
- Coming with us on visits (see appendix 3);

The teacher will give you:

- Clear guidelines about the activity;
- All the materials you need.

7. Procedures and Protocols

Health and Safety/Safeguarding

When a volunteer arrives in the school they must sign in at the school office. Please indicate your arrival time and which class/person you will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members.

The Headteacher has the authority withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Ensuring that the privacy, property and confidentiality of others are respected:

Volunteers are asked to sign a 'Volunteer in School Protocol' (see appendix 4) a copy of which will be kept in school.

Safeguarding concerns including those regarding the Prevent Duty (see appendix 5) about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure.

The designated officers for child protection are: Mr Nick Hearn, Headteacher, Miss Hayley Hughes, Deputy Headteacher, and Mrs Jo Garvey, Children & Families Officer.

Guidelines for Supporting Children in School:

- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- There is no rush. We give the children plenty of time to complete a task and they will often need to return to it over several occasions.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product!
- When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser.
- It is important that all children in school are given equal time and attention.
- Please do not lift, carry or move a child in any way.

This will be further explained during volunteer induction.

8. Housekeeping

Mobile phones

We would be most grateful if you could keep your mobile phone switched off whilst helping in school, and to place the phone in a secure place like the school office.

Tea / Coffee arrangements

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use.

Photocopier

The photocopier is located in the school reprographics room. You may be asked to use this machine to support the class teacher in preparing resources. Training will be given should you need to use this. Please ask in the school office if you are unsure of anything.

First Aid

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or teacher on playground duty if you are approached by a child with an ailment or injury.

Fire alarm

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area (e.g. hearing readers in the library).

Attendance

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

References

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

Thank you!

In case we forget to say so please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!!)

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

Details of volunteers in regular contact with children will be entered onto the single record of pre-employment checks for inspection by Ofsted.

Review

This policy and procedure will be reviewed to respond to any changes and at least every 3 years.

Appendices:

1A	<i>Regular Volunteer Information/Request Form</i>
1B	<i>Casual Volunteer Information/Request Form</i>
1C	<i>Aspiration Visit Volunteer Form</i>
1D	<i>Confidential Reference Request Form</i>
2	<i>What does 'sharing books with children' mean ?</i>
3	<i>Guidance for Volunteers for School Trips</i>
4	<i>VOLUNTEER IN SCHOOL PROTOCOL</i>
5	<i>SAFEWARDING INCLUDING THE PREVENT DUTY</i>
6	<i>Volunteer Risk Assessment</i>



Broughton Fields Primary School

Milton Road
Broughton
Milton Keynes
MK10 9LS

Telephone: 01908 235994
Email: office@broughtonfieldsprimary.org.uk

Headteacher: Mr Nick Hearn
Deputy Headteacher: Miss Hayley Hughes

Regular School Volunteer Information/request form

Volunteer Name: _____ Date of birth _____

Address: _____

Telephone number: _____ Email: _____

If a parent of a child/ren in the school please give names and classes: _____

Next of Kin Contact – Name: _____

Relationship: _____ Telephone number: _____

Reference:

Please nominate two character referees who have known you for at least two years and who are willing to be approached by us. These can include employers, or previous employers, Heateacher/Course Tutor, or a person in a responsible position.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relation to the applicant	Relation to the applicant:

When are you available to support in school? (Please indicate as many options as possible)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Do you have a current DBS Clearance? _____

If so please show the original to the school office.

Or

Are you willing to complete an online DBS check? _____

Is there a particular reason you are interested in volunteering? (Please give details)

What skills/areas are you interested in volunteering in?

Are there any activities that you cannot support? (Please give details.)

Do you have any disabilities/other needs (including pregnancy) that we need to take into account when working as a volunteer? (Please give details)

Signature _____ Date _____

Thank you for taking the time to complete this volunteer information sheet.

Please hand it to the school office.

Your offer of help is appreciated and we will be in touch shortly.

For School Use

DBS applied for		DBS received	
Reference 1 requested		Reference 1 received	
Reference 2 requested		Reference 2 received	
ID check required/completed			
Prohibited from profession check			

Appendix 1B



Broughton Fields Primary School

Milton Road
Broughton
Milton Keynes
MK10 9LS

Telephone: 01908 235994
Email: office@broughtonfieldsprimary.org.uk

Headteacher: Mr Nick Hearn
Deputy Headteacher: Miss Hayley Hughes

Casual Volunteer Information/Request Form

Volunteer Name: _____ Date of birth _____

Address: _____

Telephone number: _____ Email: _____

If a parent of a child/ren in the school please give names and classes: _____

Next of Kin Contact – Name: _____

Relationship: _____ Telephone number: _____

Details of Support:

How can you support Broughton Fields? *e.g. supporting some learning activities, helping with special events, helping with some admin, etc.*

I am happy to be contacted throughout the year with any requests for casual support.

If your support may involve time in school, when are you available? (Please indicate as many options as possible)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Do you have a current DBS Clearance? _____
If so please show the original to the school office.

Do you have any disabilities/other needs (including pregnancy) that we need to take into account when working as a volunteer? (Please give details)

Signature _____ Date _____

Thank you for taking the time to complete this volunteer information sheet.
Please hand it to the school office.

Your offer of help is appreciated. ***For casual volunteers, we will keep these details and communicate with you when we may require support.***

For School Use

ID check required/completed	
DBS received	

Appendix 1C



Broughton Fields Primary School

Milton Road
Broughton
Milton Keynes
MK10 9LS

Telephone: 01908 235994
Email: office@broughtonfieldsprimary.org.uk

Headteacher: Mr Nick Hearn
Deputy Headteacher: Miss Hayley Hughes

Aspiration Visit Volunteer Form

Volunteer Name: _____ Date of birth _____

Address: _____

Telephone number: _____ Email: _____

If a parent of a child/ren in the school please give names and classes: _____

Next of Kin Contact – Name: _____

Relationship: _____ Telephone number: _____

Aspiration Visit Details:

What is your profession? _____

What can you offer during a visit? *e.g. talk to a class live/virtually, bring colleagues, bring equipment from your world of work, provide an opportunity for pupils to do some practical learning, etc.*

When are you available? (Please indicate as many options as possible)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Do you have a current DBS Clearance? _____
If so please show the original to the school office.

Do you have any disabilities/other needs (including pregnancy) that we need to take into account when working as a volunteer? (Please give details)

Signature _____ Date _____

Thank you for taking the time to complete this volunteer information sheet.
Please hand it to the school office.

Your offer of help is appreciated. ***For aspiration visits, we will keep these details and communicate with you should we require a visit.***

For School Use

ID check required/completed	
DBS received	

Appendix 1D



Confidential Reference

Name: _____

Position applied for: Volunteer

General Information

How long have you known the applicant?	
Your relationship to the candidate e.g. Headteacher, chair of governors	
Current position held by the candidate	
Main duties and responsibilities	
Has this candidate ever been subject to any kind of disciplinary action/procedures or capability procedures whilst in your employment? (If yes, please give details including any written/oral warnings.)	
Have you or your colleagues ever had any cause for concern about this person's behaviour or judgement particularly in relation to working with children?	
Please comment on the candidate's main strengths and weaknesses.	
Any other relevant information or comments.	

Please tick the box that most closely matches the candidate's performance in this area

General						
	Unknown	Very Good	Good	Satisfactory	In Need of Improvement	Please comment if you have indicated that this is an area for improvement
Attendance						
Punctuality						
Relationships with children						
Relationships with colleagues and parents						
Commitment						
Communication skills						
Flexibility						
Professional manner						
Enthusiasm						
Personal presentation						

Skills						
	Unknown	Very Good	Good	Satisfactory	In Need of Improvement	Please comment if you have indicated that this is an area for improvement
Understanding of special needs issues						
Behaviour management						
Record keeping						
Organisational skills						

Name.....

Signature.....

Position/job title.....

Date.....

Please return to Rachel Timms, School Business Manager, Broughton Fields Primary School, Milton Road, Broughton, Milton Keynes, MK10 9LS. References may be emailed to the school office@broughtonfieldsprimary.org.uk.

Please return your reference to arrive as soon as possible. Thank you.

What does 'sharing books with children' mean?

A few quick pointers to help you when you are asked to read or share a book with a child:

- The teacher will indicate whether you should read to the child or the child should read to you. If this is not clear, ask.
- If the child appears 'stuck', tell them gently to use their phonics and 'sound it out' or encourage a sensible guess based on what has already been read or look at the illustrations for clues, and if all else fails, tell them the word. Quite often a lack of confidence will inhibit them from making an attempt and this is what we all try to build up when we hear children read- the idea that taking a risk, even if wrong, will teach us something.
- Encourage the child to predict what might happen next and discuss how they feel about the story and characters.
- Make the experience an enjoyable one, sharing your love of books with the child. This is a moment of quality time for you both.
- Please do not move the child onto another box from the reading scheme. If a child has done particularly well in their reading, please be sure to share this with the class teacher. Equally, please let the teacher know if any problems.

Training will be given to all volunteers before they are asked to read with a pupil.

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy 'School Visits and Journeys'. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.

VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school **Behaviour Policy** with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... Date:
Class Teacher/Volunteer Co-ordinator/Headteacher

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Support the aims of the school
- Use the school **Behaviour Policy** and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Teacher if I observe anything that concerns me in school
- Treat any information obtained from being a volunteer in school as STRICTLY CONFIDENTIAL
- Inform the school, by 8.30am in the morning, if I am unable to come into school for any reason.
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks and make my DBS clearance available to the school so that the number can be recorded and checks can be made by the school.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper
- I will contact the school once I have left should I wish to use anyone at the school as a referee for future work, college or volunteer activities.

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

I have received a copy of Broughton Fields Primary School's Volunteer Policy.

Signed:..... Date:

Safeguarding - including 'The Prevent Duty'

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

The school's designated officers for safeguarding are: Mr Nick Hearn (Headteacher) and Miss Hayley Hughes (Deputy Headteacher) and Mrs Jo Garvey (Children and Families Officer).

The records of concern form can be found in the school office. These will be shown to you on your induction.

The Prevent Duty

Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While Milton Keynes remains a low risk area for this type of radicalisation, we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

The records of concern form can be found in the school office. These will be shown to you on your induction.

Appendix 6
Broughton Fields Primary School – Volunteer Risk Assessment:



✓	REASON FOR THE RISK ASSESSMENT
	Volunteer will be working in a classroom
	Volunteer will be supporting a class on a school trip or visit - may be responsible for a small group
	Volunteer will be supporting pupils in an area outside of the classroom / in a group work room.
	Volunteer will deliver a talk in classrooms / the hall.
	Other:

Risk assessment for Name		Completed by:		Signed:	Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1-4 scale with 4 high Risk Rating (S x L) on a 1-16 scale with 16 high
Type of Volunteer Role:					
Date of Birth		Position:		Date:	
✓	Step 1	Step 2	Step 3		Risk Ratings
	Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk		e.g 1 x 2 = 2 LOW RISK
	Volunteer with regular contact working with children with significant unsupervised contact e.g takes children for one to one or group work.	<i>Children in class</i>	DBS check required. Induction completed: Safeguarding, Prevent and health and safety procedures explained. Volunteer policy shared with volunteer. Volunteer signed volunteer protocol agreement.		
	Volunteer will be working in a classroom with children, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	<i>Children in class</i>	Volunteer will not be left alone with children, class will always have an employee present who has been fully checked. Induction completed: Safeguarding, Prevent and health and safety procedures explained. Volunteer policy shared with volunteer. Volunteer signed volunteer protocol agreement.		
	Volunteer will be supporting a class on a school trip and may be responsible for a small group under the general guidance and full supervision of the class teacher.	<i>Children on trip</i>	Volunteer will not be left alone with children. Overall supervision will rest with the Lead teacher on the visit or trip. Teacher will take groups to the toilet or organise for two adults to take the children. Induction completed: Safeguarding, Prevent and health and safety procedures explained. Volunteer policy shared with volunteer. Volunteer signed volunteer protocol agreement.		
	Volunteer will be delivering a talk in a classroom or the school hall with full supervision of the class teacher or senior leader.	<i>Children in class</i>	Volunteer will not be left alone with children, class will always have an employee present who has been fully checked. Induction completed: Safeguarding, Prevent and health and safety procedures explained. Volunteer policy shared with volunteer. Volunteer signed volunteer protocol agreement.		