



Volunteering and Safeguarding in Schools

Help in school is always very much appreciated and there are many ways in which you can contribute. We value the time and commitment that parents/carers can give in supporting activities such as one to one reading and we also love to tap into any areas of expertise or interests that you have. Our volunteer policy (attached) clearly explains our approach to supporting volunteers in school. This school is committed to safeguarding and promoting the welfare of children at all times. We expect all staff, governors, volunteers and visitors to share this commitment.

All parents who wish to volunteer in school must attend a volunteer meeting with a member of the leadership team (see dates below).

To volunteer in school, the following **MUST** be in place:

1. An enhanced DBS disclosure certificate carried out by RBK/LBRuT
2. Signed acknowledgement of HPP Volunteer Policy (eform)
3. Registered attendance at the compulsory annual volunteer training session -

[Application to be an HPP parent volunteer 2024-25](#)

Please be aware that attending a volunteer meeting, although compulsory for supporting in school, does not guarantee the school will process a new DBS for a parent. Following the volunteer meetings, we will review our current list of registered volunteers and then approach parents if additional help is required.

The process of volunteering at HJS is as follows:

Step in process	Action Required
Volunteer meetings	<ul style="list-style-type: none"> • Attend one of the volunteer meetings at either at HISN or HJS (all meetings are the same) • Read and understand the HJS Volunteer Policy • If you <u>already hold</u> a DBS certificate ensure that the office staff have seen the original and have this recorded on the single central record.
A list of volunteers will be compiled for year group use	<ul style="list-style-type: none"> • The admin team will pass list of volunteer names to teachers • If at this point we require additional volunteers we will contact parents who have attended the meeting and begin the process of DBS applications.
Class teachers contact volunteers and make arrangements for volunteering	



At the end of the academic year, all volunteers who have regularly supported in school will have their information passed on to their next class teacher. All volunteers will be required to attend the **annual** volunteer training session in the autumn term.

Please note – if a specific class has a large number of volunteers we may request support in other classes in school.

We value the partnership between parents/volunteers and school in enriching the experiences of the children and thank you in advance for your support.

Volunteer meeting dates:

Hampton Junior School - Friday 20th September at 2.30pm

Hampton Infant School and Nursery - Wednesday 25th September at 9am

Hampton Junior School - Friday 27th September at 9.15am

