



# Becoming a Parent Volunteer

## The Federation of Burley and Sopley Primary Schools

Volunteers are seen by children as safe and trustworthy adults who potentially have a great impact and influence on the pupils and the school as a whole. Volunteers often have the opportunity to build important relationships with pupils, and with that in mind we want to ensure that all volunteers understand and share the vision, values, ethos and practices of our schools.

At Burley and Sopley Primary Schools, children are nurtured, and their successes are celebrated, within a safe, fun and welcoming environment. The schools values are reflected in all areas of school life and the children, staff and volunteers alike are encouraged to demonstrate them in their learning behaviours and conduct in all areas of school life. Our values are:-

**Honesty**  
**Enthusiasm**  
**Ambition**  
**Respect**  
**Togetherness**

### We want our parent volunteers to:-

- Feel welcome and comfortable and integrate successfully into the school
- Understand the importance of our inclusive ethos and school values and their role in promoting these
- Be positive role models for all children
- Work under the professional direction of staff, following school policies
- Report any concerns to teachers
- Maintain confidentiality

### Volunteers can expect:-

- Good manners and behaviour from all children

- To be treated with respect
- Support from the school staff
- Careful explanations of the tasks expected
- To be notified if sessions are cancelled or the timetable is changed

**We welcome volunteers for various reasons:-**

- Outdoor learning days
- 1 to 1 reading with children
- School trips
- Library assistants
- Lunch time helpers
- Gardening
- Cooking
- Art and crafts

## Safeguarding

**Safeguarding and child protection is of the upmost importance in our schools, therefore, we have a rigorous on-boarding process for all volunteers and promise that:-**

- We will ask for a completed volunteer declaration form
- If appropriate, we will seek references
- If appropriate, we will conduct a formal interview to gauge suitability for the role
- We will verify your identity
- We will confirm your Right to Work in the UK (as volunteers in schools are considered 'workers' for the purposes of Home Office criteria).
- We will request completion of the Rehabilitation of Offenders Declaration Form
- If appropriate, we will undertake an enhanced DBS disclosure.
- We will ensure that a Childcare Disqualification Staff Declaration Form is completed to check that you are not disqualified from providing childcare in the school setting.
- If appropriate, an overseas police check will be carried out
- If appropriate, social media checks will be undertaken

**In return we expect all of our volunteers to:-**

- Read the Schools Safeguarding Policy and Child Protection Policy which can be found at the following links:-

Burley Primary School – [Burley Primary School - Policies & Documents](#)

Sopley Primary School - [Sopley Primary School - Policies & Documents](#)

***Please note this link takes you the school's policies page of our website - you will need to scroll down to find the relevant policies.***

- Read Part 1 of the Department for Education statutory guidance document [Keeping Children Safe in Education Part 1](#)

**Please note that parent volunteers who are in school on a regular (e.g. weekly) basis will also be asked to complete the online Prevent training and the online NSPCC safeguarding training. Links to these will be sent to you via the school offices if applicable.**

## Completing the Process

Please read the information contained in this leaflet, including the Child Protection Policy, the Safeguarding Policy and Keeping Children Safe in Education Part 1 (links above).

Please complete and return the Volunteer Declaration Form, the Rehabilitation of Offenders Declaration Form and the Childcare Disqualification Staff Declaration Form which can be found on our websites:-

Burley Primary School - [Parent Volunteers](#)

Sopley Primary School - [Parent Volunteers](#)