

Headteacher:  
Mr. B Axon



'What we learn with pleasure we never forget'

Gisleham Road  
Carlton Colville  
Lowestoft  
Suffolk  
NR33 8DG

## Parent Helpers and Volunteers

(extract from our Safer Recruitment Policy)

As a school we welcome parent helpers & volunteers to help enhance the children's learning. Safeguarding our children/staff is our highest priority and we follow the statutory guidance for schools in '**Keeping children safe in Education 2016**'. The following procedures must be followed and satisfactory completed before any adult can volunteer in our school.

1. Complete a parent/volunteer application form specifying why you would like to volunteer at Carlton Colville Primary.
2. Have a meeting with the Headteacher/ one of Deputy Headteacher's to discuss, in detail, why you would like to volunteer in our school.
3. At times volunteers may be unsupervised, but all will be in contact with children. Following the '**Keeping Children Safe in Education 2016**' guidance, this states that *this is **regulated activity***. Therefore, the following safeguarding checks will be made:
  - An enhanced DBS certificate with a barred list check,
  - A prohibition check will be undertaken if the volunteer is a teacher,
  - A childcare disqualification check will be taken if the volunteer is working within the EYFS provision (under 5s).
4. Pre-induction reading will need be completed (see **induction tab** on the school website), along with an online PREVENT training course before a thorough level 1 school safeguarding induction will be completed with either the Headteacher/DSL/ Deputy Headteacher.
5. Two-hour Safeguarding & Child Protection training, a 30-minute Child Sexual Exploitation training and Online-safety training will be completed (in line with all other school staff).

Once these action points 1-4 have all been successfully completed, then the volunteer will be part of our volunteers' database and will be able to come into our school. **Point 5 will be actioned as part of our regular safeguarding termly staff training cycle.**

**All other visitors in our school will need be supervised by an employed member of staff, at all times, as this is not regulated activity.**