



Petersfield Church of England (A) Primary School

Volunteering at Petersfield

Thank you so much for your interest in volunteering at Petersfield. Without our wonderful volunteers, we would not be able to offer many of the fantastic opportunities we do for our pupils. You will appreciate that the school must be particularly careful to enquire into the background of individuals who have access to pupils at the school in order to keep all our pupils safe. In line with Keeping Children Safe in Education 2019 (Government Policy), the school keeps a record of all persons who carry out voluntary work at the school. In order to ensure that our pupils are kept safe, we ask those seeking to volunteer to complete the Volunteer Process outlined in this leaflet.

Volunteer Process

Step 1: Indication of Interest

Please speak to either of the school secretaries: Ms Claire Davy or Mrs Wynn to express your interest to volunteer. They will be able to provide you with a 'Registration Form for Voluntary Helpers at Petersfield Church of England (A) School with Disqualification Requirements for Early and Later Years form'. You will be asked at this stage to provide two 'professional' referees who are not related to you, in accordance with Keeping Children Safe in Education 2019. When this form has been completed and returned to the school, our Volunteer Coordinator, Rachel Peachey, will contact your references. You will also be requested to complete Step 2.

Step 2: DBS

If, as a voluntary helper, you have **regular unsupervised contact** with the pupils then it will be necessary for a Disclosure and Barring check, including a Barred List check to be made on you. Our Volunteer Coordinator or school secretaries can provide you with details of the documents and information required to carry out this check which our school secretary, Ms Claire Davy, will complete with you in school.

Step 3: Induction

Before volunteering in school, you will need to be officially inducted and shown around the school by our Volunteer Coordinator. At this stage you will be given a copy of the Volunteer Induction Pack which aims to answer any questions you may have and briefly outlines a number of important school policies and directs you to where you can access them as they should be read in full. Volunteers will also receive a copy of the Petersfield Code of Conduct and the key policies that you will need to familiarise yourself with. Dates for the planned sessions during the academic year are detailed in this leaflet. Should these dates be inconvenient, please speak to the office staff to arrange a mutually convenient time.

Planned Volunteer Induction Dates for the Academic Year 2019-2020

12th September 4:30pm

18th September 9am

19th September 7pm

If you have missed these, please
contact the School Office to
arrange an induction.

Please visit our website to find out
more about Safeguarding Pupils at
Petersfield



Mrs Peachey
Volunteer Coordinator
Deputy Head



Ms Claire Davy
Secretary



Mrs Verity Wynn
Finance Secretary

Volunteering at Petersfield

**Welcome to
Petersfield Church of England (A) Primary
School**

Hurdleditch Road,
Orwell
SG8 5QG

Tel: 01223 207382

office@petersfield.cambs.sch.uk
www.petersfield.cambs.sch.uk

Co-Headteachers

Mrs Karen Gwynn
Mrs Laura Penrose

Visitor Coordinator

Mrs Peachey

Please take a leaflet.

**Working together both to safeguard and to
enable all our children to reach their full
potential.**

If you are unsure about anything or have any
questions or concerns during your visit, please
inform a member of staff immediately or let the
school office know.

Sept 2019