



# Volunteering at The Lea

At The Lea we actively welcome volunteers at our school as we know they bring with them a range of skills and experience that can enhance the learning opportunities of our children.

## Our volunteers include

- Members of the Governing body
- Parents and carers of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school.

## Safeguarding

Safeguarding our children is our priority and visitors and volunteers must follow our clear procedures. We also make sure that any volunteer or visitor to school - which includes the staff who run our after school clubs - visits the School office to sign in and read the school information sheet on safeguarding. Volunteers and visitors will not be left unsupervised with any children at any time unless they are volunteers with a Hertfordshire DBS check.

## Volunteering options

There are a number of different options for volunteering which you may be interested in. The table on the following page provides some information about each area and guidance as to requirements and expectations from the school. If you are interested in getting involved, please fill in the slip below.

## Volunteering rules

Volunteering at The Lea is by invite only. We expect all volunteers to. Failure to abide by our expectations will result in your invitation to volunteer being revoked.

- If you are a parent volunteer we would not expect you to support in your child's class.
- In-class volunteering opportunities and roles are decided by the class teacher relevant to class needs, we cannot promise that there will always be an opportunity to place a volunteer.
- We expect all volunteers to behave in a professional and supportive manner, which is respectful to both children and staff.
- To keep an appropriate level of confidentiality in relation to observations of behaviours demonstrated by children.

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## VOLUNTEER EXPRESSION OF INTEREST

Name: \_\_\_\_\_ Connection to the school: \_\_\_\_\_

What volunteering activity are you interested in?

Any additional information you feel is relevant to share?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Options for volunteering at the Lea:

Volunteering activity	Description	Expectations and requirements from school	How to get involved?
Regular volunteering in school	‘Regular’ volunteering refers to volunteering at a consistent time slot on a weekly or close to weekly basis to work with the same class or group of children. Activities may include: - listening to readers - basic maths skills (e.g. times tables)	- HCC volunteer DBS* - A commitment to the regular activity for at least a term. - Demonstrating respect for staff and pupils at all times.	Complete volunteer interest form and return to school.
Volunteer led lunchtime activities	Leading sports or outdoor games activities is very beneficial to the experiences our children have at lunchtime. Key stage 1 lunchtime is 12:00 - 13:00 and Key stage 2 is 12:15 - 13:15. Engaging children in activities and being positive is key.	- HCC volunteer DBS* - A commitment to the regular activity for at least a term - this could be a weekly support or daily. - Demonstrating respect for staff and pupils at all times.	Complete volunteer interest form and return to school.
Volunteer led club (after school)	We appreciate that volunteers come from a range of backgrounds that may give them a greater experience or skillset in relation to various after school clubs. We welcome volunteers to lead clubs on a weekly basis.	- HCC volunteer DBS* - A commitment to the regular activity for at least a term. - responsibility for resourcing (support from school if necessary) - Demonstrating respect for staff and pupils at all times.	Complete volunteer interest form and return to school.
Non-regular class support volunteer	We understand that some volunteers cannot commit to a regular volunteering slot yet are keen to support as a volunteer whenever they can. As such, each class rep in co-ordination with the teacher is responsible for the logistics of deploying this support. Class teachers will have dedicated time in their timetables when volunteers can support. Activities may include: - listening to readers - basic maths skills (e.g. times tables) - Supporting with class admin	- Demonstrating respect for staff and pupils at all times. - as non-regular volunteer you will not be allowed to have contact with children unaccompanied by a member of staff until DBS* clearance has been approved.	Communicate with class teacher and class rep
Creative volunteer	At The Lea we strive to make our school environment engaging and interesting for the children. Over the next year we are looking for volunteers with a particularly creative background to support us in developing our school environment (including displays).	- Understanding of school safeguarding procedures. - Demonstrating respect for staff and pupils at all times. - as non-regular volunteer you will not be allowed to have contact with children unaccompanied by a member of staff. A DBS will not be required.	Complete volunteer interest form and return to school.
School trip volunteer	Throughout the year each class will go on various school trips which will need additional adult support. Please communicate with class teacher about dates and timings.	- Understanding of school safeguarding procedures. A DBS will not be required.	Communicate with class teacher and class rep

\*DBS (Disclosure and Barring Service). HCC volunteer DBS check will be conducted by school at no expense. You will need to provide 3 original forms of ID to the school office.