

# South Farnborough Junior School



## ***Volunteer Induction Procedure Updated September 2023***

Once you have received your negative (clear DBS) you will be able to come in and work with children in our school.

On your first visit as a volunteer, you will be advised where the cloakroom/toilet facilities are and a locker will be made available should you wish to have one. You will be advised of any hazardous areas as well as being signposted to the medical room.

Our Safeguarding Guide for Visitors and Volunteers provides you with;

- Outline of Health and Safety Procedures e.g fire drill and meeting points, fire exits etc.
- The process of signing in and out
- Expectation around the use of mobile phones
- Lockdown procedures

## **Safeguarding and Child Protection Declaration for Volunteers**

I understand that South Farnborough Junior School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment.

I have been made aware of the key principles of the school's Child Protection policy, including the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have had a copy of the Safeguarding leaflet for Visitors and Volunteers. I know that I can refer to this should I have any safeguarding concerns. I have also read and understood the information and policies provided on the school's website under key information / volunteers including the most up-to-date version of Keeping Children Safe in Education.

I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.

### **Non-Disclosure Agreement (Confidentiality Agreement)**

It is a requirement of South Farnborough Junior School that all Staff, Volunteers and Students agree to abide by the following confidentiality agreement:

1. All Staff, Volunteers and Students are to respect the confidentiality of all parents, children, professionals and each other at all times.
2. All business relating to South Farnborough Junior School will be treated with the strictest confidence and will only be shared with appropriate persons. (For clarification of this, seek support from Line Management as appropriate).
3. Staff will exercise reasonable care to keep safe all documentary or other material containing confidential information. Upon leaving employment at the school, or upon request, staff should return to us any material and equipment in your possession.
4. Staff, Volunteers and Students are not permitted to "post" anything to do with South Farnborough Junior School on any internet networking sites such as "Facebook" or "Twitter".
5. ALL staff, Volunteers and Students are expected to comply with all school policies and procedures on confidentiality of information and data protection relating to all pupils and staff.

Failure to comply with these terms may result in disciplinary action being taken which may include: dismissal of Staff and/or termination of placement for any Student or Volunteer.

If you are in current employment or volunteering elsewhere, please complete the following.

My Current Employer is \_\_\_\_\_

I Volunteer at \_\_\_\_\_

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_