

Annual updates for Volunteers – To be completed annually from induction date

Parent volunteers/ anyone volunteering more than a year



Name:		Date:
OFFICIAL DOCUMENTS / INFORMATION	Completed / Date	Approved /Signed
DBS up-to-date (renewal every three years)		Admin
DBS certificate number & issue date		
Contact details: e mail: mobile telephone no:		
GENERAL	Completed / Date	Approved /Signed
Class teacher/adult in school allocated		Assistant Head
Introduction to staff/class teacher		
RESPONSIBILITIES/EXPECTATIONS	Completed / Date	
Re-read a guide for adult helpers, taking account of: <ul style="list-style-type: none"> ▪ Code of conduct ▪ School values ▪ Confidentiality ▪ Behaviour ▪ Physical interactions ▪ Child protection (responsibilities) 		
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO REREAD:	Completed / Date	
The King’s School guide for visitors - safeguarding and child protection		
Child Protection policy		
Part 1 - Keeping children safe in Education Statutory guidance for schools and colleges (current version)		
Achieving for children (AFC) - Keeping children and young people safe against radicalisation and extremism (Leaflet for parents and carers)		
The King’s School –Whistleblowing Policy		
Online safety – safe use agreement		
HEALTH AND SAFETY WEBSITE	Completed / Date	
Health and Safety Policy		Approved /Signed
HEALTH AND SAFETY PROCEDURES	Completed / Date	
Fire / Lockdown procedures / emergency exits/ First aid/ accident/ incident reporting		

Volunteer: I can confirm that I have completed the annual update programme as detailed above and have received, read and understood all the relevant information.

Name :	Signature:	Date:
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Assistant Head: I can confirm that the annual update programme has been completed satisfactorily.

Name :	Signature:	Date:
Position: Assistant Head		

Updated 25/9/2023