

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
DBS up-to-date (renewal every three years)		Admin
DBS certificate number & issue date		
Contact details: e mail: mobile telephone no:		
GENERAL		Completed / Date
Class teacher/adult in school allocated		Assistant Head
Introduction to staff/class teacher		
RESPONSIBILITIES/EXPECTATIONS		Completed / Date
Re-read ' Parent Volunteer Information ' leaflet taking account of: <ul style="list-style-type: none"> ▪ School values ▪ Confidentiality ▪ Behaviour ▪ Physical interactions ▪ Child protection (responsibilities) 		
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO REREAD:		Completed / Date
Visitor Information Leaflet		
Child Protection and Safeguarding 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)		
Whistleblowing Policy		
Online Safety Policy (including Acceptable Use Agreement)		
HEALTH AND SAFETY WEBSITE		Completed / Date
Health and Safety Policy		
HEALTH AND SAFETY PROCEDURES		Completed / Date
Fire / Lockdown procedures / emergency exits/		Class teacher
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 : Position: Assistant Head	Signature:	Date:
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Updated 25/9/2023