

School Protocol for Volunteers in School

The school greatly values the contribution made by parents who volunteer in school. It also understands its duty of care in safeguarding pupils at all times. Volunteers must hold a DBS certificate prior to working in our school (reviewed annually) and also be aware of the school's safeguarding leaflet - *Safeguarding pupils at Grendon CE Primary School: visitors' guide*.

DBS Application and Checking Process

For all new DBS applications

- The volunteer approaches the school and provides the required ID documents (as per national guidance) to the school office
- School completes the initial online application using this information
- The volunteer receives an email, directing them to the online form which they then complete within the time specified on the online form
- School will be notified that the volunteer has completed the online form and school will be asked to verify the application online
- A certificate is issued to the volunteer which must then be brought into school so that details can be included on the school's Single Central Record
- The volunteer must then register to the DBS update service <https://www.gov.uk/db-update-service> which is free for volunteers.

NB it is the individuals responsibility to maintain their registration on the DBS Update Service (school cannot do this for them). Registration must be renewed at least annually

- The volunteer must also complete Appendix 3 of the LGSS DBS Policy (provided by school) and return this to school. This form gives consent for school to check the status of the DBS.
- School will check the DBS of all volunteers at least annually using the DBS Update Service portal. This service will a) show whether an individual has maintained their registration on the DBS Update Service, and b) alert the school to any offences that have been committed since the last check.
- Failure to maintain their registration on the Update Service will result in it being necessary for the initial DBS application to be completed again.

For existing DBS holders

- The school will alert volunteers when their existing DBS is approaching one year old.
- Volunteers must then follow the procedure 'For all new DBS applications' above.

Safeguarding Leaflet

The school has produced a safeguarding leaflet for visitors' to school which includes details such as the school's duty of care, procedures for reporting safeguarding concerns and the code of conduct expected of visitors in our setting.

The school asks that visitors to the school make themselves aware of the content of the leaflet which can be found in the safeguarding section of the school website