

THIS
IS A
**BULLY
FREE
Zone!**

Weekly Benson Bulletin

25 November 2016 No 11



www.archbishop-benson.cornwall.sch.uk



Message from Mrs Giblett

Ofsted Attendance Grades		
96.5% + High	96.1% - 96.4% Above national average	95.5% - 95.9% In line with national average
94.0% or below Low	90% or below Cause for concern	85% or below Persistent Absence

Our whole-school attendance rate for this week was 96.61%.

Congratulations this week to 5Carne who were top of the attendance table with 99.1% attendance. Well done!

BLUE Day

Thank you to all our families for their great support with BLUE Day. The hall was a sea of blue today when we gathered for anti-bullying performances that the children enjoyed.

Today our children have received the ultimate theatre in education experience. Actionwork Roadshow drove down fresh from Manchester to deliver this.

All children were involved in a high energy, interactive fun show. The message was "Use your power for good". We hope that the roadshow has empowered our children to deal with bullying should it occur!

Many thanks to FABB for match funding the school for the cost of this visiting artists experience and making this event happen at Archbishop Benson School today. Also, thanks to all who bought the anti-bullying blue bands.

Remember: BE BLUE!

BE LOVING AND UNDERSTANDING TO EVERYONE

Soon there will be notice of a competition where the prize is £300 – watch this space!

FABB-u-lous Support

We are so grateful for the great response regarding sweet pots for the Christmas Fayre. It looks like there will be pots for everyone!

Thank you also to those who have returned their Christmas cracker. So far we have had 30 lovely festive ones returned. We do know, from the children, that lots of families are planning to make their cracker over the weekend but I just thought that I would do a rolling reminder each week so that we can avoid any rush or panic on the day of our Christmas lunch.

Autumn 2 can be a busy time for children and parents as there can be a lot of events and activities going on in the school. We really do appreciate how fully you support us in the midst of your busy lives and we do not take it for granted. Without your help, we simply couldn't do the things we do.

I am hoping we can ask you to help us in another way. Many of our wet play boxes are looking sadly depleted after being well-used by the children in the classes. We discussed this at our most recent FABB meeting. Before FABB goes and spends any of their hard-earned money, we thought we should ask for your assistance first.

We know that lots of your children will be getting new toys and games for Christmas. Might you be able to do a bit of a clear-out in the New Year and donate some of the games that they no longer play with to the school. We would really welcome items that promote and encourage pairs or groups to play together e.g. board games, jigsaws, top trump cards, playing cards, colouring books etc. Perhaps you can talk to friends and neighbours and invite them to do the same.

In the New Year we will organise a week when we will hold The Big January Games Collection. FABB members and staff will be on hand to collect your donations and make sure that they go to a good home.

Training Date

You will be aware that we have been holding one training day in reserve. As well as our focus on the development of basic skills in English (i.e. spelling and handwriting), we have prioritised looking at "mastery in Maths" which is a new approach within the teaching of Maths that came in with the New Curriculum a couple of years ago.

What is mastery?

A mathematical concept or skill has been mastered when a person can represent it in multiple ways, has the mathematical language to communicate related ideas, and can independently apply the concept to new problems in unfamiliar situations.

In simpler terms, mastery can be seen when children are:

- Identifying independently which mathematical approach is most effective in different scenarios.
- Combining different concepts to solve complex problems
- Applying their maths knowledge to real-life situations

Having attended a wonderful Maths course last week, organised by the Truro and Roseland Learning Community (TRLC), we have identified a speaker who has wonderful ideas and strategies to share with the school. Obviously we want to be using these strategies for the benefit of your child's learning as soon as possible, so we have managed to book this trainer (Chris Gould) to do a training day with us on **9 January**. Because Mr Gould is also a headteacher, Monday is the only day that he is free to do his training courses.

We do appreciate that a training day held during a half-term rather than at the beginning or end of a holiday is not ideal but we know that you will understand that high-quality trainers are not always conveniently available at the beginning and end of terms. I have discussed this with staff and with governors and we have considered other options. We could have considered splitting the training day into 2 twilight sessions which the teachers could attend after school e.g. 3.30 – 6.00) but teachers know from personal experience that we are often very/too tired by that time of the day to be ready to be learners ourselves.

Because this is such an important training day for the staff and because what they will learn on the day will have a direct impact on your child's learning from the beginning of the Spring term, we have decided on this occasion that 9 January is the best option. Once more we ask for your support. We are hoping that what we learn from this training day, we can then share with you in a parents' workshop similar to the one that we organised for spelling earlier this term.

Parents' Forum

Thank you to those parents who attended our Autumn Parents Forum this week. We discussed:

- How effectively the school deals with bullying
- How can we best report back to parents on their child's learning
- How is the new Homework Policy going

We had a very positive and productive discussion and were very grateful for both the feedback we received and the suggestions that were offered. We have been able to respond to some of these already.

At the Parents Forum, I shared a couple of Powerpoints with the parents which I have done with the children in assemblies this term. One was in relation to our whole-school Friendship/Anti-Bullying Code, the other was about our Rewards and Consequences system within the school. Parents at the forum felt that it would be helpful to share these Powerpoints with you. They are now available on the school website on the Aims and Values page along with an A4 summary of our Friendship Code. Even if the Powerpoints do not make complete sense to you, you could ask your child to explain them to you. Hopefully you then might have an even clearer understanding of our approach to building and

maintaining friendships and relationships within the school.

We also discussed how parents felt about the format of our end of year reports and whether we had the balance right in terms of narrative. The school is committed to producing high-quality end-of-year reports. We are not looking to necessarily change what we are doing now but we will be doing some revisions to ensure that our reports are in keeping with the New Curriculum and changes in assessment outcomes for pupils. While we were doing these changes, we thought it was a good time to check with staff and parents too if there were other improvements we could make at the same time.

We asked if there was too much narrative and was it useful. Parents present said that they valued the narrative especially the sections on personal and social, teacher comments and the Headteacher comments. During our discussions, it was also suggested that we could opt for electronic reports being sent out to all parents. Parents present felt that the real benefit of this, apart from possibly assisting the school in terms of photocopying and administration, was that the report could then be easily shared with family and friends. Obviously hard copies would always be available on request.

Having made these suggestions, it was agreed at the forum that we would invite comments from all parents who wished to express an opinion. You can send your comments to Mr Crocker, our ICT Coordinator, at dcrocker@archbishop-benson.cornwall.sch.uk. We look forward to hearing from you but please be aware that Mr Crocker will not be able to respond to each email individually.

Advice from Devon and Cornwall Police

We know that you are all aware that reports are circulating of the attempted abduction of a 10 year old boy as he walked home from his primary school in the Trelander area of Truro. The boy says he was approached by a man dressed in black and wearing a black balaclava but managed to run away to safety. Devon and Cornwall Police tell us they are aware of the situation and, whilst no official police statement has been made, they have advised all parents to be extra vigilant and to avoid young children walking home alone wherever possible.

With the darker nights now upon us, we would advise that, where children walk home, they do so in pairs or groups. We would ask parents to double-check that the route they take to walk home is on well-populated, well-lit roads and they are reminded of all the potential risks around them when walking to or from school.

Volunteers Helping With Cinema Trip

Festive arrangements are well under-way in school including planning for the much-anticipated cinema trip. Having introducing our new Volunteers Policy this term, all helpers must complete Appendix 1-3 of our attached Volunteers Policy. If you intend to be a regular, or even an occasional helper, you will only have to fill in this sheet once and then it will be on file for school reference year on year.

For class trips and outings, including this cinema trip, parents may assist in helping within their own child's

class as long as they have completed and returned the 3 appendices. Please be aware that if a large number of parents in each class returned these forms, because they wish to help out with the cinema trip, then we may not be able to select you on all on this occasion. However, your forms will go on file and that will mean that you can be considered for the next class outing or trip.

Please note: If you are going to be an occasional helper with trips and outings, the statement on Appendix 2 about a DBS does not relate to you, this relates to volunteers that are regular helpers within the school. If you're in any doubt about what to do, then please speak to your class teacher after school or the ladies in the office.

Mrs H Giblett

CLUBS

CAPOEIRA AND DANCE ON TUESDAY 29 NOVEMBER AFTER SCHOOL ARE BOTH CANCELLED DUE TO THE HALL BEING OUT OF ACTION. THIS IS TO ENABLE MAINTENANCE WORK TO BE CARRIED OUT ON THE DIVIDING PARTITIONS.

ALL clubs are cancelled on Thursday 1 December to enable the staff to decorate the hall for the Christmas Fair.

SPRING TERM

GO ACTIVE ARE OFFERING THE FOLLOWING CLUBS IN THE FIRST HALF OF THE SPRING TERM

KS2 ONLY – GYMNASTICS
Wednesdays from 11 January to
8 February 3.15pm – 4.25pm
Cost £20

KS1 & KS2 (Not Reception) – FOOTBALL
Fridays from 13 January to
10 February 3.15pm – 4.25pm
Cost £15

LAURA-BETH SCHOOL OF DANCE

KS1 Dance
Tuesdays from 10 January to
7 February 3.30pm – 4.30pm
Cost £15

KS2 Dance
Wednesdays from 11 January to
8 February 3.30pm – 4.30pm
Cost £15

FORMS AVAILABLE FROM THE SCHOOL OFFICE

KS2 Cross Country – Thursday 8 December 1.15pm

KS2 cross country has been rearranged for Thursday 8 December at 1.15pm. Hopefully this time the weather will be kind to us! Parents of children taking part are welcome to come and watch.

School Closed Monday 28 November

Remember that the school will be closed on Monday 28 November for staff training.

Christmas Fayre

Thank you very much for all the donations brought into school this morning. We are still very happy to receive more donations which can be brought to Reception – particularly bars of chocolate and mulled wine. We are really looking forward to welcoming you to our Fayre next Friday evening. We will be using the main school entrance and the next entrance down next to 2L's classroom. We will be inviting everyone into the main hall where the choir will open the event for us at 5.00pm. This year we will be selling time-allotted sessions for Santa's Grotto and these will be available to buy on the evening in the library. We will be selling hot food – pasties £2.50, sausage rolls £1.50 and vegetarian soup £1.50. Mulled wine, tea, coffee, squash and ice cream will also be available. Please remember that the children can wear their Christmas jumpers/festive clothes to school on Friday 2 December.

If you haven't already done so, please remember to bring back your raffle ticket money/spare tickets as soon as possible.

We will be asking for homemade cakes and buns to be brought to the collection point on the morning of the Fayre.

We look forward to seeing you at the Fayre.

FABB

Rotary Club Calendars

Last year some of our pupils entered the Young Photographer Competition run by the Rotary Club – we even had some finalists. Their images have been included in a beautiful calendar for 2017. Copies of the calendar are available from the school office at a price of £5, with proceeds being shared equally by the Rotary Club between the Cornwall Air Ambulance Trust and Rotary International's "End Polio Now" Campaign.

Whole School Cinema Trip

On Tuesday 13 December Years 1 – 6 will be going to Truro Cinema to see their annual Christmas film which this year is "The Secret Life of Pets".

On Wednesday 14 December it will be the turn of the Reception Class children.

The trip will cost £2.10 which is fantastic value and includes an ice lolly. The children will be walking down to the cinema at 9.00am ready for a 9.30am showing of the film. They will be back at school at 12.00pm ready for lunch. It is hoped that younger children will walk to the cinema with the older ones and create a real school 'family' atmosphere.

To allow your child to attend could you please complete the permission slip below and return this to **your child's class teacher**. **Please pay £2.10 via ParentPay**. You can also pick up a slip at the office or write a note with the information on it.

We desperately need help with walking the children down to the cinema and would be really grateful if parents are able to help with this. If you are able to do so, please indicate this on the permission slip below.

Whole School Cinema Trip
13/12 – Y1 – Y6, 14/12 – Reception Classes

I give permission for my child
in class..... to walk to and from the cinema.

I will pay £2.10 via ParentPay as a contribution towards the cost of the visit.

I can/cannot help to walk with the children at 9.00am and back after the showing at approximately 11.15am.

Signed.....

Emergency contact no.....

Whole School Cinema Trip
13/12 – Y1 – Y6, 14/12 – Reception Classes

I give permission for my child
in class..... to walk to and from the cinema.

I will pay £2.10 via ParentPay as a contribution towards the cost of the visit.

I can/cannot help to walk with the children at 9.00am and back after the showing at approximately 11.15am.

Signed.....

Emergency contact no.....

Kitchen News

SCHOOL CHRISTMAS LUNCH
WEDNESDAY 7 DECEMBER

Children in KS1 and Reception who receive a universal free meal will receive a Christmas lunch. Those who normally opt to bring in a packed lunch will receive a Christmas meal if they have booked on ParentPay for that day.

Children in receipt of Free School Meals will receive a Christmas lunch unless they have opted to bring in a packed lunch on that day.

THE DEADLINE FOR ORDERS FOR THE CHRISTMAS LUNCH HAS NOW PASSED. IF YOU HAVEN'T ORDERED ONE, YOU WILL HAVE TO SEND YOUR CHILD IN WITH A PACKED LUNCH ON THAT DAY.

Archbishop Benson Choir

The choir will be opening and closing our first music recital of the year next week. The recital will take place during the school day at 2.15pm on Thursday 1 December. As well as the choir, a selection of instrumentalists will be performing from KS2.

We look forward to seeing parents of all choir members and any instrument players who have received a letter inviting them to the recital.

Please keep an eye out for letters for the following two dates:

- Friday 2 December – This is the Christmas Fayre in the evening and the choir are delighted to be opening the occasion. Children will need to arrive at 4.50pm via the **Back** entrance of the hall. We hope as many children will join us as possible.
- Wednesday 7 December – We are delighted to have been invited to sing carols at Penhaligon Court in the afternoon. This will take place during school hours and children will not need to bring anything with them. Please keep an eye out for the letter which contains a permission slip that must be returned.

Porthpean Camp

The date for the final payment for the Year 4 Porthpean Camp is Friday 28 April. A new payment item has been added to ParentPay which will allow payments in instalments up to the full amount.

Uniform Shop

The school uniform shop will be held from 3.15pm onwards and can be accessed via the Junior (KS2) playground through the door between 6J and 5C.

These are the dates for our Uniform Shop:

- Friday 9 December
- Friday 6 January
- Friday 20 January

We do hold a reasonable level of uniform stock in school but this can get sold quickly at the Uniform Shops. Ordering online will ensure you get what you want.

Young Savers' Club

The Young Savers' Club will be held on Wednesday mornings starting at 8.30am in the Infants Entrance.

After-School Circus Club

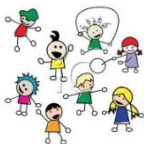
Would your child like to learn new skills in acrobatics, hula hoop, diabolo, juggling and aerial performance whilst developing flexibility, strength and improving their confidence and fitness? Classes are in term time and are drop in sessions – no need to book. £3 per session. For more information on venues and times, call 01326 377008 or email office@swampcircus.co.uk.

Cornish Hospice Care - 2016 Santa Run Calendar

26/11 Bodmin Santa Run
27/11 Marazion Santa Beach Run
30/11 Truro Late Night Shopping Santa Run
03/12 Wadebridge – Padstow Santa Cycle
03/12 Padstow Santa-v-Elves Run
04/12 Fistril Santa Beach Run and Santa Surf
10/12 Falmouth Santa-v-Elves Run
17/12 Helston Santa Run

Stay and Play

Truro Nursery School, in partnership with Archbishop Benson School, offer a Stay and Play session on Thursdays in St Paul's Children's Centre from 9.00am – 10.30am.



Play and early learning sessions for families following the early years foundation stage curriculum for ages 0 – 5 years. Cost is £2.00 per family (up to 2 children). First session is free to new families.

Next session: Thursday 1 December – Get Creative for Christmas

Dates for Your Diary

Mon 28/11 School closed for staff training day.

December

Thu 1/12 Autumn music recital – 2.15pm
Fri 2/12 6FT class assembly – 9.00am – parents welcome to attend
Children to wear Christmas jumpers/festive clothes
Fri 2/12 Christmas Fair 5.00pm – 7.00pm
Tue 6/12 Reception Christmas play - 2.15pm & 6.00pm in the school hall
Thu 8/12 KS2 Christmas Service – Truro Methodist Church – 6.00pm
Mon 12/12 KS1 Christingle Service – 2.00pm & 6.30pm in the school hall
Fri 16/12 Break up for Christmas

2017

Mon 9/1 School closed for staff training day.

Term Dates for School Year 2016 /2017

Fri 16/12 Break up for Christmas

2017

Tue 3/1 Children return to school for Spring Term
Mon 9/1 **School closed for staff training day.**
Fri 10/2 Break up for half term
Mon 20/2 Children return to school
Fri 31/3 Break up for Easter
Tue 18/4 Children return to school for Summer Term
Mon 1/5 Bank Holiday – school closed
Fri 26/5 Break up for half term

Mon 5/6

Children return to school

Wed 26/7

Break up for Summer

ARCHBISHOP BENSON C of E SCHOOL

Volunteers Policy

Chair of Governors	Mark Dunn-Wilson
---------------------------	-------------------------

ARCHBISHOP BENSON SCHOOL

VOLUNTEERS POLICY

1.0 Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.

2.0 Mission statement:

Archbishop Benson CE Primary School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

3.0 School aims:

At Archbishop Benson CE Primary School we value every member of our school community and our aims reflect those of 'Every Child Matters', which is for every child, whatever their background or circumstances, to have the support they need:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To provide a wide variety of activities, visits and special events which enrich children's learning
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live

To achieve these aims all learners, staff, parents, volunteers and governors will work together to promote our core values of faith, truth, love, forgiveness, tolerance and compassion.

4.0 Aims and objectives:

At Archbishop Benson CE Primary School volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable. The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

5.0 Recruitment:

5.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school, therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- FABB (Friends of Archbishop Benson)

5.2 Where an expression of interest is made by a potential volunteer helper, the following considerations apply:

- Volunteers must be **18 years** and over. The school does not permit authorised volunteers (or visitors) to bring under-aged volunteers (or visitors) onto the school site.

- If a course has placed a volunteer in our school with our agreement, the training organisation will provide written information outlining the requirements of the placement.
- Parents/carers can actively support the education of children by supporting the school and teachers in education in the classroom and during educational visits or events.
- If the person is not known to the school, then they must provide two referees.
- Volunteers who have children attending the school or are related to children attending the school will not be deployed in that class/year group except in exceptional circumstances agreed with the headteacher e.g. when the volunteer is offering one-off and/or specialist support to the school
- The school does not accept requests to work as a volunteer, either on a one-off basis or regularly, from the children of members of staff working in the school.

6.0 Becoming a Volunteer

6.1 Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches a class teacher, the Headteacher, a senior member of staff or our Volunteers Coordinator directly. Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, the times they are available to help and any areas of expertise.

6.2 Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am).

6.3 Process for recruiting a volunteer who will be working frequently or intensively

6.3.1. The candidate attends the school for an informal discussion to ensure the applicant is suitable for the role

6.3.2 Enhanced DBS check undertaken

6.3.3 The volunteer will be made aware of the role and responsibilities they will be undertaking

6.3.4 Two references should be sought where the volunteer arrangement will continue on a regular basis. References will not be sought if the volunteer is known to the school.(Appendix 4).

6.3.5 Induction – school policies, risk assessments and documentation will be issued and explained.

6.3.6 Volunteer Applications/Agreements/References/Records will be kept in a central place within the school.

6.3.7 Before starting to help in a school, a volunteer must complete & return the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers.

7.0 Safeguarding

Archbishop Benson School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

7.1 Induction:

In order to satisfy our Child Protection and Safeguarding requirements all new volunteers must confirm that they have received an induction which includes safeguarding, fire safety, confidentiality, Health & Safety and guidelines of good practice when working with children.

7.2 Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All volunteers providing 'frequent' or 'intensive' support (see section 6.2 Definition) must have been cleared by the Disclosure & Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Person.
- Any concerns a volunteer has about child protection issues, should be referred to the Designated Safeguarding lead or Head Teacher.
- Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher or Designated Safeguarding Person.
- All volunteers will be expected to read and abide by the school's Mobile Phone policy.

7.3 Confidentiality

All volunteers are bound by a code of confidentiality.

- No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil's work, behaviour or welfare or discuss indirectly with other parents/carers
- Volunteers should exercise discretion within the school and maintain professional relationships with staff and pupils
- Volunteers of any capacity, whether supporting children in class situations or representing FABB at school events, should exercise discretion outside of the school and treat information obtained from being a volunteer in school, especially potentially sensitive information about the work of the school or staff working within the school, as strictly confidential.
- Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute.

Should any of the above happen it would bring into question the volunteer's suitability to work in the school.

8.0 Working in Classrooms/with Pupils

8.1 Volunteers may be deployed:

- to support the school's educational priorities
- to support learning in the classroom or preparing resources or materials
- to accompany pupils on an out of school trip
- to help in the library
- to run an extra-curricular activity or club
- to assist with the work of FABB within the school

8.2 All volunteers must work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should

- Have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is.
- Be familiar with the class expectations of behaviour and the specific learning support that is needed.

8.3 In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor. If any recording of information is required the teacher should ensure the volunteer is shown how to make the recording.

9.0 Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

10.0 Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class

Based upon the facts identified in the investigation it may be necessary for the

- School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

11.0 Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.

Signed:

Date of adoption:

Next Review Date:

Archbishop Benson School

VOLUNTEER APPLICATION FORM (Appendix 1)

Please be aware that volunteers who work regularly in the school and have children attending the school or are related to children attending the school will not be deployed within that class/year group,

First Name.....Surname.....

Date of Birth:.....

Address:

.....Postcode.....

Phone: Home.....Mobile.....

Do you have a child or children in the school? Please name all children.

.....

Are you related to a child attending the school? Please give names.

.....

Are you related to a member of staff working in the school? Please give further details.

.....

If you are not sufficiently known to the school please provide the names and contact details of two referees

.....

Please advise us of your Experience/Occupation/Profession/Skills/Hobbies & Interests. This information will enable us to make the most of your expertise.

.....

Please indicate days/times when you are available to help

.....

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School (please give details – continue overleaf if necessary)

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of Mrs Teasdale. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Archbishop Benson School

VOLUNTEER AGREEMENT (Appendix 2)

Thank you for offering your services as a volunteer at Archbishop Benson CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

This agreement is generic, covering all aspects of volunteer work in the school and enables you to be added to the Volunteer Register. You will be able to start your volunteer work once you have had your induction session. Specific information related to your volunteer work will be explained by your designated supervisor.

- I have received and read a copy of the School's Volunteer Policy
- I agree to support the school's aims and values
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure Barring Service (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. class teacher

Name: _____

Signed: _____

Date: _____

Archbishop Benson School

OFF SITE VISITS VOLUNTEER AGREEMENT (Appendix 3)

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read and return this appendix. This is a generic agreement and once accepted your name will be added to the Volunteer Register for Off Site Visits. Only people who are registered will be invited to join off-site trips. Key information relating to individual trips will be distributed by the class teacher or trip leader.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all of the children in your group.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are any issues with first aid, safety and/or behaviour.
- To assist in the transport of young people to enable participation in sporting or education events

(Volunteer Driver Forms must be completed)

Working alongside school staff

School staffs expect volunteers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on any school trips.
- Volunteer helpers will not have supervisory duties for any relatives.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers must adhere to school guidance on the use of mobile phone. (Please see Emergency Procedures for Off Site Visits)

- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-cream, biscuits, sweets – before, during or after the trip unless previously agreed with the class teacher.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has any medication/needs. If medicine needs to be administered, this will be done by a member of staff, unless parental support is available.

All other medicines and first aid boxes will be carried by a member of staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on you contact list or telephone the school.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support young people in enjoying their trip and will actively contribute to the smooth running of the occasion.

Signed.....

Name.....

Date.....

Reference Request Form (Appendix 4)

PRIVATE & CONFIDENTIAL

Name of Applicant:

Address:

Role applied for:

Please confirm:

The capacity in which you have known the candidate:

Dates of employment (if applicable): From:

To:

Position held (if applicable):

Did this position involve direct contact with children and/or vulnerable adults? YES/NO

Please detail all sickness absence within their last two years with you:

Reasons for leaving:

Final salary
(if
applicable):

Would you re-employ them? YES/NO

If no, please explain:

Please tick as appropriate:

	Less than satisfactory	Satisfactory	Good	Excellent
Ability to meet deadlines				
Ability to work under pressure				
Ability to work without close supervision				
Accuracy and quality of work				
Attendance & Punctuality				
How well organised are they in their approach to work				
Quick to learn/easy to teach				
Relationships with colleagues/customers/peers				
Verbal communication skills				
Written communication skills				
Please detail any formal capability proceedings which the candidate has been subject to within the last two years including the specific concerns, the outcome and the duration of the process:				

Policy monitored by	
Date of adoption/last re-adoption	
Date of review	