

## **Aims and Objectives**

At Crowle Primary Academy, we believe it is essential that all Voluntary Helpers are inducted into the whole school team. Such induction should take place as the volunteer begins to work within the school. All members of the school community are valued and respected as individuals as well as members of the whole school team. It is important that volunteers are welcomed into the whole school team and given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to retention of volunteers. We want to make new volunteers feel part of the school team as quickly as possible.

Our induction process will:

- Ensure volunteers are clear about their role within school and what is expected of them
- Ensure volunteers are equipped to carry out their role e.g. given relevant information prior to a school visit or shown how to use the Library and Reading Systems
- Ensure volunteers are clear about the school's safeguarding, child protection and health and safety procedures as relevant
- Ensure volunteers have the opportunity to discuss contents of the Guidance Booklet for Volunteer Helpers in School with the aspect leader. (see Appendix A).

## **Management and Organisation of Induction**

The aspect leader is responsible for the overall management and organisation of induction.

## **DBS Checks**

All of our voluntary helpers must have enhanced DBS clearance to volunteer in our school. These are renewed every three years.