



# St. Clement's C. of E. Academy

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Serving the community in the name of Christ since 1859

## INFORMATION FOR VOLUNTEERS IN SCHOOL

### Introduction

St. Clement's C. of E. Academy highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk without the help of our volunteers and many of our pupils benefit greatly from them.

### Aim

St. Clement's C. of E. Academy is committed to ensuring the safety and well-being of every child in the school. It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm. This information is to advise you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

### Disclosure and Barring Service (DBS) checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and the Local Authority set out guidance regarding when adults, working on behalf of the school, must be subject to these checks. This means that depending on the nature and regularity of your help, also the level of contact you have with children, we will need you to apply for a DBS check (formerly a CRB check).

- This check is to ensure that you are not included on Independent Safeguarding Authority list of those people who have been barred from working with children, you do not have relevant convictions, and the police do not have any other information about you which suggests that you may be unsuitable to work with children.
- No checks will be undertaken without your agreement and you will receive a copy of the check.
- We will ask for your permission to seek information from two references regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with Devina Shryane.

### Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

### Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance. We ask you to please read, sign and return our Code of Safe Conduct form.

### Training

All regular volunteer helpers and anyone who wishes to be considered for a volunteer role in school, including helping on trips, must attend one of our essential child protection training sessions at least once a year.



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