

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	Approved /Signed	
DBS up-to-date (renewal every three years)		Admin	
DBS certificate number & issue date			
Contact details: e mail: mobile telephone no:			
GENERAL	Completed / Date		Approved /Signed
Class teacher/adult in school allocated		Assistant Head	
Introduction to staff/class teacher			
RESPONSIBILITES/EXPECTATIONS	Completed / Date		
Reread a guide for adult helpers			
Update training with Queen's staff (go through adult helper guide). <ul style="list-style-type: none"> ▪ Code of conduct ▪ School values ▪ Confidentiality ▪ Behaviour ▪ Physical interactions ▪ Child protection (responsibilities) 			
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO REREAD:	Completed / Date		
The Queen's School guide for visitors - safeguarding and child protection			
Child Protection 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)			
The Queen's School –Whistleblowing Policy			
Online safety – safe use agreement			
HEALTH AND SAFETY WEBSITE	Completed / Date		
Health and Safety Policy			
HEALTH AND SAFETY PROCEDURES	Completed / Date		Approved /Signed
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 :	Signature:	Date:
Position: Assistant Head		