

Sebert Wood Community Primary School

VOLUNTEER AGREEMENT



Thank you for offering your services as a Volunteer at Sebert Wood Primary school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the local community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunity. Please read and sign this Volunteer Agreement Sheet and hand it in at school. This agreement is for the academic year. This policy sets out the arrangements for volunteer helpers only. You will receive a copy of it for your records.

Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- ✓ supporting individual pupils;
- ✓ hearing pupils read;
- ✓ helping with classroom organisation;
- ✓ helping with the supervision of children on school trips;
- ✓ helping with group work;
- ✓ helping with art or subjects involving other practical activities.

Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Signing in and out

When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

Confidentiality

During your time as a helper you will become involved in conversation with individual children. You will also become aware of different abilities and levels of behaviour in different children. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly when you join the Staff in the staff room at break times you may well be privy to comments and opinions that you would not otherwise have expected to hear in a formal teacher/parent relationship.

It is important to remember that anything you might learn as the direct result of acting as a helper, whether it refers to a child or a member of staff, must remain in absolute confidence.

During your time at Sebert Wood Primary any documentation that you may have access to are strictly confidential and should be treated as such. **All staff at the school are expected to observe the same rule.**

Safeguarding and Child Protection

Please refer to the Safeguarding Policy and your Safeguarding Induction Handbook

Emergencies/First Aid

Any child requiring First Aid should be referred to a teacher, teaching assistant, a member of the school medical team or to the office.

Please do not treat children yourself as staff have had appropriate training and know the school procedures. Please read the notice in the class where you are working which outlines the evacuation procedure to be followed in the event of a fire.

Fire Practices are held regularly. If you hear the alarm (a continuous alarm) please take the children you are working with and leave through the nearest exit. Assemble on the school field with the class teacher so the register can be checked.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety policy and maintains records of Risk Assessment. Volunteers **MUST** report immediately anything to a member of staff employed by the school, which might endanger the well being or affect the safety of anybody and or the school.

Cancellation

The headteacher is able to stop any volunteer from either starting to work in school or continuing their work in school if:

- they feel it is not in the best interest of the school or a group of children or an individual child (including the volunteer's child/ren)
- the volunteer does not follow the school's policies and Volunteer Agreement.
- the volunteer does not successfully maintain DBS clearance

Agreement

- ✓ I have received a copy of the School's Volunteer Policy
- ✓ I agree to follow the school's policy and am aware of the everything in the policy and my responsibilities.

Signed: _____

Name: _____

Date: _____

Signed on behalf of the school;

Signed: _____

Name: _____

Date: _____