



## **Volunteering Agreement**

Issued to: ..... Date: .....

The Governing Board encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the Academy.

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

### **Aims of Volunteer Helpers Protocol**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion

### **Pre commencement checks**

We require you to provide details of two referees. We may also require you to be checked by the Disclosure and Barring Service depending on the nature of your role. You will not be charged for a DBS check.

Medical clearance may be required if you declare a medical condition, which should be taken into consideration by the Head Teacher or where you will be required to undertake a role that involves a significant level of physical activity.

### **Volunteer helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience
- Volunteer helpers support the school in a number of ways:
  - Supporting individual pupils within classrooms
  - Hearing pupils read
  - Helping with classroom organisation
  - Helping with supervision of children on school visits
  - Helping with group work
  - Helping with art or other practical subjects (cooking etc)

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

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

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

## Signing in

When any helper arrives, they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

Volunteers must collect and read the school safeguarding leaflet (by signing volunteers are declaring that this leaflet has been read).

## Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign this agreement, a copy of which will be kept in school.

## Deployment of Parent Helpers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

## Policies

You will abide by all statutory regulation including health and safety, anti-discrimination and data protection which are outlined in the Academy's policies. These can be found on our website:

[www.braunstonprimary.org.uk](http://www.braunstonprimary.org.uk)

## Health and Safety

Although you are not regarded as an employee of the Academy you are required to comply with the Health and Safety at Work Act 1974. The Academy attaches the greatest importance to health and safety and provides a safe working environment. You should ensure that you do not put yourself, or others, at risk.

## Equal Opportunities

The Academy is committed to a policy of equality of opportunity and ensures that no person receives less favourable treatment than any other person on any grounds, and is not disadvantaged by conditions or requirements which are not justified in terms of the job to be done.

There is an obligation on all volunteers to ensure that they comply with the Academy's equal opportunities policies in their dealings with pupils, employees and members of the public.

## FORM OF ACCEPTANCE

I agree to abide by the Volunteering Agreement outline above:

### School

Signed: .....

Job title: .....

Date: .....

### Volunteer

Signed: .....

Print name: .....

Date: .....