Volunteer Agreement

Thank you for offering your time and services to our school.
Please read and sign this Volunteer Agreement sheet and hand it in at the office.
You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Adults in School Policy
- I have received a pack of the school's policies, procedures and Code of Conduct and agree to abide by them
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a Disclosure Barring service check to advise the school of my suitability as a volunteer in school

If you already have a DBS certificate, please show Mrs Williams, the School Business Manager who will check to see if it can be used by school.

Signed:_____

Name:_____

Date:_____

Southwick C.E. Primary School
Policy for Volunteer Adults in School

We aim to provide our children with the best education we possibly can. We believe that parents and other members of the community have much knowledge and many skills which can be deployed at our school on a voluntary basis for the benefit of our children.

Volunteering can take many forms. Ways of helping include:

- Occasional support eg on school trips or cooking
- Regular support. This might involve working in the classroom, in the library or running or helping at an after school club

Volunteers are most welcome at Southwick School. We want you to enjoy your time in school, gaining a valuable insight into our work. The experiences offered may even open new doors for you. However, you give generously of your time and deserve to be properly equipped for the tasks we ask you to do so that you can support and supplement the work of our teaching staff.

GUIDELINES FOR VOLUNTEERS WORKING IN SCHOOL

Thank you for your interest in volunteering to work in our school. We have produced this guide to help you to feel comfortable working in school and we hope that you will be able to ask any questions as they arise. The points of contact for volunteers in school are:

- The class teacher you work with
- The school office
- The head teacher

It is important for school security and fire regulations that all adults in school can be identified and located at all times so we ask you to follow the simple routine of:

a) signing in and out at the office when coming into and leaving the premises
b) wearing the visitor's badge which you will be given at all times whilst in school

What must I do before I start?
In order to keep our children safe, we ask all adults working regularly in school to complete DBS check forms. Mrs Williams will provide you with one of these and help you to fill it in. Until you are cleared by this check, you must never be on your own with children; a member of staff will always supervise you.
We will also give you a pack of information, mostly concerning the safeguarding of our children and including a Code of Conduct. You will be asked to sign that you agree to abide by these school policies, procedures and the Code of Conduct.

Where can I work and how much time must I give?
The answer to both questions is mainly up to you! Just tell us your preferences and we will try to make them happen. All we ask is that you let us know in advance if you have made an arrangement with the school but find that you can't come. This will for example, allow teachers to change their plans if needed or to notify parents that a club can not run.

Where can I go in the school?
As a volunteer, you will be expected to work with the teacher/s whom you have decided to help. For most of your time therefore you will be sharing the classroom with the teacher concerned. This teacher is responsible for you and if you are in any doubt about your role, where you should be working or have any questions about the school please ask the teacher.
If you are with us during break times, you are very welcome to join the teacher in the staffroom. Toilets for adults are to be found off the corridor leading to the office.

What do I do if I have a problem whilst working in school?
We expect all members of the school community to be polite, courteous and self-disciplined. Children watch us and follow our example. The same rule applies to staff, volunteers and children – please discuss problems with the teacher or head teacher.

- If you notice anything which could cause a safety risk to any member of the school or a child tells you anything which concerns you, please report this immediately to the Head Teacher; never question a child to tell you more information
- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take that responsibility
- Never tell off a child. The school has school rules which children are expected to follow. If there is a problem, tell the teacher immediately
- The only time we expect you to intervene is to prevent a child hurting themselves or another child. Do this by telling them gently to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care
- Never shout at a child
- Never hit a child
- Never threaten a child
- Never be left in sole charge of a child

What about confidentiality?
We expect our volunteers to abide by the same code of confidentiality as teaching staff. No information gained about any individual child or family or member of staff gained whilst in school should be repeated out of school or posted on a social networking site.

Never promise a child that you will keep a secret. Anything which you hear which concerns you should be discussed with the Head teacher. Please ask the teacher you are working with about this.

Please do not take pictures of children within the school unless asked to do so by a member of staff who will give you a camera which belongs to the school.

The school's policy states that staff and volunteers should not use mobile phones during the school day. We would be grateful if you would adhere to this.

Am I insured whilst working at the school?
You are covered by our Local Authority Public Liability Insurance Policy.

What if I am not happy?
Please do not just leave! We are always willing to listen to any problems you are experiencing and will try to help if we can. It is the least we can do in return for your valuable time and the commitment you have shown to the school.

And finally.....
We would like to thank you for offering to volunteer to help at our school. We regard you as a member of our team and have a professional duty to you – just as we have to all members of staff – to make your time with us happy and fulfilling.