

DISLEY PRIMARY SCHOOL

‘PROUD TO BELONG’



ADULT VOLUNTEER AGREEMENT

Approved by	Head Teacher	Date: October 24
	Governors	Date: October 24
Next review	October 26	

Disley Primary School

Adult Volunteer Agreement

Firstly, at this stage, thank you for offering to help in school.

At Disley Primary School, we aim to achieve a climate of mutual trust and confidence in our school. We greatly value our community partnership, which we believe enriches the education of our children. We welcome parents, grandparents, carers and members of the local community into our school to support our work. We hope that our code of practice will be supportive to those who volunteer to help in school and to all children, parents, carers and teachers supporting individual pupils. Therefore, volunteers are asked to enter into an agreement with the school.

We do hope you fully understand the necessity for completing this process.

Adult volunteers may be required to assist with a range of activities, some of which are listed below:

- hearing pupils read
- supervision on school trips
- assisting with specific or specialist topics and activities e.g. cooking, gardening, specialist expertise
- providing or developing resources
- fundraising activities such as support with Disley PTA
- supporting specific after-school or weekend activities

Code of Practice

- Volunteers will be responsible to the **class teacher** for all matters whilst in school
- Teachers will communicate with volunteers to advise on the tasks for the session
- Volunteers must sign in via Inentry on entry and exit and wear a **visitor's lanyard**
- Regular volunteers will be required to provide proof of an official **DBS check**
- Occasions deemed as '**one-off occasions**' by the teacher, in consultation with a member of SLT, will not require a DBS check provided the volunteer remains with other staff at all times
- In the interests of safeguarding children at all times, the Headteacher reserves the right not to accept the help from a volunteer
- Adult volunteers will be deployed according to need and where their impact is most beneficial and measurable

Child Protection

We are concerned to maintain the highest level of care and control to ensure our children's health and safety. *It is essential that all helpers observe the following points and therefore **we ask that:***

- Volunteers read and agree to supporting the current DfE's - *Keeping Children Safe in Education Part 1 (KCSiE Pt1)*
- Volunteers maintain a professional working relationship with teachers, children and their parents
- Adult volunteers must disclose any reasons why they may be barred from working with children
- Any aspects of the work adult volunteers enter into with children is **confidential** and should only be discussed with the child's teacher.
- Adult volunteers must not comment on the child's behaviour, progress or achievement to **anyone** but the class teacher. This includes the helpers and the child's parents and family.
- Adult volunteers working in school should familiarise themselves with **the Safeguarding Children Policy** and **Health and Safety Practices** (Child Protection), copies are available on the school website and accessible via the head teacher
- If an adult volunteer has **any** concerns, he/she should speak to the class teacher in the first instance, who may refer them to the Headteacher and/or deputy headteacher.
- Adult volunteers are expected to be a role model for children in the same way as school staff
- Adult volunteers refer to the class teacher any incident of rudeness or lack of respect on the part of the child.
- Adult volunteers do not answer personal questions from a child about their own life
- Adult volunteers refer any injury or complaint of feeling unwell to the class teacher or other member of staff - they should not attempt to treat an injury
- Adult volunteers **MUST NOT** examine any injury underneath a child's clothing at any time
- Adult volunteers refer any incidence of a child being upset to the class teacher
- Adult volunteers will not be left alone with a child where they cannot be seen
- Adult volunteers will not use their mobile phones whilst volunteering in school
- Adult volunteers **MUST NOT** verbally or physically discipline a child
- **The school reserves the right to determine the placement of an adult volunteer**

The school's Safeguarding Officers are:

Mr. J Nicklin – Headteacher and Miss. R Adamson – Deputy Headteacher

There are lists of all First Aiders posted on the safeguarding noticeboards around school:

Senior First Aider: Mrs Bennett

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Thank you for offering to volunteer in school. We are pleased to have the opportunity to work with you.

Please sign below to indicate that you have read and agree to observe Disley Primary School's **Adult Volunteer Agreement**.

I agree to observe the Adult Volunteer's Agreement

Parent/Grandparent/Carer of:

Print Name

Address

.....

.....

..... Telephone Number

..... Previous

experience (if any)

Signed

OFFICE USE ONLY

DBS check completed satisfactorily: Yes No

Authorised Member of staff:

Name.....Signed.....

.....

Mr. J Nicklin

Agreed & Signed Date