



Volunteers Agreement

At Chestnuts Primary School we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the School. This agreement defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected. Chestnuts believe that by providing opportunities for volunteers to work alongside complex needs children, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve.

The types of activities that volunteers engage in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting staff to run after school clubs
- Working with children using technology
- Accompanying school visits
- Cooking

Becoming a volunteer:

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read the information on the school website. Volunteers showing an interest will be invited in to school for an interview. Before starting in school, a short induction session will take place.

Confidentiality

By signing this agreement all volunteers agree to follow the schools principles of confidentiality. Volunteers may have access to personal information about some individuals, or other information which may be confidential. Chestnuts Primary School needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with or come into contact with should be shared with the class teacher and not with any persons outside of the school. The use of social media to discuss any issues relating to school is forbidden.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the designated officer. It is not the role for the volunteer to investigate concerns or ask



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the children questions. A copy of the school's safeguarding policy is available on request. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Deputy Headteacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Volunteers need to be in their direct supervision at all times.

Internet Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made to timetables or group plans.

Volunteer Code of Conduct

At Chestnuts Primary School all volunteers are expected to follow the schools code of conduct:

- All staff and volunteers are expected to follow the school's policies: including behaviour; antibullying; in all interactions in school.
- All staff and volunteers should be aware of what physical contact with pupils is appropriate
- All staff and volunteers are expected to treat each other with respect
- All staff and volunteers should treat resources responsibly, and exercise due financial care
- All staff and volunteers are expected to behave professionally and exercise confidentiality
- All staff and volunteers need to be aware of the policy and procedures for Child Protection
- All staff and volunteers need to be aware of how to record/report concerns ("whistleblowing").
- All staff and volunteers should take care of their physical and mental wellbeing

Name: _____

Signed: _____

Date: _____



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Name _____

Address _____

Contact telephone Numbers:-

Emergency Contact :

Year Group allocated: _____



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