



Coxheath Primary School Volunteer Agreement



Thank you for volunteering at Coxheath Primary school. Your offer of help is greatly appreciated and we hope that you will enjoy the experience. We want our school to be open and welcoming to all who would like to support our pupils. We also want to encourage parents and other adults to help teachers in a variety of ways. However, the safety of our children is paramount and therefore it is important you read and sign this Visitor/Volunteer Agreement before you begin and hand it to the school office. This agreement will be in place for the duration of your time at Coxheath.

As a volunteer helper, you may be involved in helping the children in the following ways:

- 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.

Guidelines when volunteering in school

- Make sure you understand clearly what you are expected to do.
- Have high expectations
- If a particular child causes you a problem, please let the teacher know.
- Encourage independence

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

Signing in and out

When you arrive in school as a volunteer, you must sign in and out at the reception desk using the Inventory system. You will then be given a lanyard, which you should wear at all times. The colour of the lanyard you are given will depend on whether the school has requested you to have a DBS check. If you have DBS check you will given a green lanyard, a red one if no DBS.

(All volunteers having unsupervised, frequent, or intensive contact with children must obtain an enhanced disclosure. This contact can be as little as one hour a week on an ongoing basis, 4 days or more in a month, or overnight - such as a one-off residential trip. Volunteers undertaking other one-off contact are not eligible for Disclosures, such as helping on sports day or a class day trip. In these circumstances the volunteer will be supervised by the class teacher at all times.

Emergencies

First Aid - Any child requiring First Aid should be taken to a first aider – a list of first aid trained staff can be found on the posters in each building. Please do not treat children yourself, as staff have had appropriate training and know the school procedures.

Fire/Lockdown - in the event of an emergency the fire/lockdown alarm will sound. If it is the fire alarm, please leave the building by the nearest exit and assemble on the school field with the staff and children. If the lockdown alarm sounds, please hide in the nearest classroom/office until you receive the all clear.

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 immediately report 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.

Confidentiality

Please respect confidentiality at all times.



Safeguarding

What are my responsibilities as a Volunteer?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

It is our constant responsibility to monitor any unusual changes in mood or behaviour of our pupils and we have strict guidelines within which we work should we suspect that there is a safeguarding issue.

When volunteering we ask that you are also vigilant and report any concerns you may have to the class teacher or a DSL.

Coxheath Primary School has 7 Designated Safeguarding Leads. They are as follows:

- Mrs Evenden (DHT) Lead DSL, Mr Mazza (HT), Mrs Webber (AHT), Mrs Knight (AHT), Mr Flisher (AHT), Mrs Grimley (SENCO), Mrs Cheeseman (Child and Family Support Officer)

If a child tells you something that also causes concern, please follow the procedures below:

- If a child wishes to make a disclosure to you, never promise that you will not tell anyone else.
- Do not artificially prolong a discussion with the child in the hope of getting a disclosure.
- Do not ask leading questions – this could make it impossible to properly pursue the case later.
- Report the disclosure to the class teacher or a Designated Safeguarding lead, who may ask you to write down the child's words verbatim.

Always report safeguarding concerns, no matter how minor they seem - not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

How do I assure that my behaviour is always appropriate?

- Appropriate relationships with children should be based on mutual trust and respect. As a volunteer you may well be working closely with children, sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should however, avoid physical contact with a child unless the child is deemed to be in immediate danger.
- If you are working with a pupil on his/her own always ensure that you are in a public space so that you can be visible to others.
- Please do not photograph pupils, unless requested to do so by the class teacher on a school device
- Please ensure that mobile phones are not used in the presence of children and are switched off, where possible.

Cancellation

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

- he feels it is not in the best interest of the school or a group of children or an individual child
- the volunteer does not follow the school's policy on the Volunteer and Safeguarding Agreement.

Agreement

I have received a copy of the School's Volunteer Policy

I agree to follow the school's policy and am aware of everything in the policy and my responsibilities.

Name: _____

Date: _____

Signed: _____