

Amherst School



Witches Lane, Riverhead

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VOLUNTEER AGREEMENT

Thank you for choosing to support Amherst School through volunteering.

This agreement is for the academic year. This agreement sets out the arrangements for volunteers. It is important that you keep this for your records.

1 Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. However, our overriding concern is for the safety of the children in our care. This document sets out our school's agreement, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- teachers;
- teaching assistants;
- admin/office staff;
- caretaker and cleaning staff;
- lunchtime supervisors and kitchen staff;
- breakfast club and after school club staff.

1.3 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LEA advisers and inspectors;
- health workers (for example school nurse);
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

1.4 Volunteer helpers:

- parents or other adult helpers working alongside teachers;

- students on work experience;
- governors.

2 Volunteer helpers

2.1 Volunteer helpers support the school in a number of ways, including:

- 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;
- helping at clubs.

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

- take responsibility for all or some of the whole class;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

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

3 Signing in and out

When helpers arrive in the school they must sign in at the reception desk on the eReception system on the iPad. They will be given a visitor's badge/lanyard, which they should wear at all times. The eReception system will record the date and time of arrival. They must also sign out via eReception on the iPad when they leave, which captures the time they check-out.

4. Confidentiality

4.1 During your time as a helper you will become involved in conversation with individual children. You will also become aware of different abilities and levels of behaviour in different children. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly, you may well be privy to comments and opinions that you would not otherwise have expected to hear in a formal teacher/parent relationship.

It is important to remember that anything you might learn as the direct result of acting as a helper, whether it refers to a child or a member of staff, must remain in absolute confidence.

4.2 During your time at Amherst School any documentation that you may have access to is strictly confidential and should be treated as such. **All staff at the school are expected to observe the same rule.**

A few hints to guide you:

- Make sure you understand clearly what you are expected to do.
- Have high expectations of behaviour. We have high expectations of the children in all that they do.
- At Amherst School we believe in emphasising, praising and reinforcing good behaviour. By

good behaviour we mean: being on task, taking turns and sharing equipment, consideration of others, caring for and looking after our school environment, acting sensibly when moving around school.

- If a particular child causes you a problem, please let the teacher know.
- Encourage independence – help children to choose their own materials. Support, guide, make suggestions, but don't do it for them! Encourage children to have a go.
- Encourage children to pack up and tidy away for themselves. This sometimes takes longer than doing it yourself, but it is vital to encourage independence.

Feedback to the teacher anything they might need to know. E.g. Did the child settle well to the task? Did they find it easy or difficult? If you are unsure of, uncomfortable or unhappy with what you are asked to do, please tell the teacher immediately.

6. Child Protection

6.1 It is our constant responsibility to monitor any unusual changes in mood or behaviour of the children and we have strict guidelines within which we work should we suspect that there is a Child Protection issue. Please follow the procedures below in the event of a child talking to you about anything you find disturbing:

- 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.

6.2 At Amherst School the Child Protection Officers are the Head teacher (Mr Reid), Assistant Head Teacher (Miss Jones) and the Inclusion Manager (Miss Watson). All staff have had the relevant training to deal with Child Protection. **If you are worried or concerned then please speak to the designated member of staff or the class teacher/club leader.** There is probably a perfectly reasonable explanation but not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

6.3 As a Volunteer in school, it is necessary for you to be aware of our Child Protection Policy. It can be found under "Policies" in the About Us section of our website www.amherst.kent.sch.uk. **By signing the online Volunteer Agreement (link at the end of the document), you are confirming that you have reviewed and understood the Child Protection Policy.**

6.4 To ensure the safety of the both the children and yourself you should **never work:**

- with an individual child behind a closed door;
- in a room or isolated area that is unsighted by other adults.

7. Emergencies/First Aid

7.1 Any child requiring First Aid should be taken to a teacher, teaching assistant or to the office. Please do not treat children yourself as staff have had appropriate training and know the school procedures.

7.2 Please read the notice in the class where you are working which outlines the evacuation procedure to be followed in the event of a fire. Fire Practices are held termly. If you hear the alarm (a continuous bell) please take the children you are working with and leave through the nearest

exit. Assemble on the school playground/field with the class teacher/club leader so the register can be checked.

8. Illness

8.1 Please do not come to school if you are unwell with a fever or any infectious disease.

9. DBS checks

9.1 For the children's safety, all volunteer helpers are required to have DBS clearance before they work in the school (if over 16 years of age).

9.2 The headteacher has the authority not to accept the help of volunteers if he believes it will not be in the best interests of the children.

10 Insurance

While volunteering for the school you are covered by the School's Insurance Policy for third party liability. Loss or damage to your own personal belongings is not covered by the school.

11 Inclusion

Amherst Primary school recognises that there will be times when the School requests the support of a student for whom particular arrangements are necessary. The School operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis.

12 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.

13 Cancellation

The headteacher 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 Volunteering agreement;
- the volunteer does not successfully obtain a DBS clearance (if over 16 years of age).

Once you have read the above, please ensure you sign the online volunteer agreement by clicking the following [link](#).