



## **Volunteer Agreement**

The volunteer (name) .....

agrees to:

- Be reliable and punctual
- Respect the guidance of the teacher at all times.
- Follow the schools Behaviour Policy and Code of Conduct and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Agree to follow the safeguarding and emergency procedures at all times.
- Let staff know at least 24 hours before if they can't come in. This may affect the teachers' planning for the day.
- Understand the need for DBS checks prior to working with children.

agrees not to:

- Share any information about a child or member of staff with anyone outside the school staff or governors including via social media or messaging.
- Speak ill of any child as a result of things you may have seen them do or say in school
- Discuss information with other parents which you may have access to as a result of your position in school
- Take photographs without permission or to use a mobile phone in the presence of the children.

The process of arranging a DBS and induction process for volunteers takes time, therefore we request that your commitment to the school is for a minimum of 6 sessions in any one academic year.

By signing I agreed to this policy and confirm I have read all the other policies which have been provided.

Signed by volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_