



# Volunteer Agreement

Bayford CE VC Primary School and Nursery (the school) values the contribution made by volunteers to fulfilling our aims and providing our services. This document sets out the responsibilities of the school to support volunteers and the expectations we have of volunteers in respect of the work they do with us on and off the school site. The purpose of this document is to safeguard the welfare, health and safety of volunteers, staff, pupils, and others who may be affected by their actions, and to ensure that confidentiality is maintained.

**This is not a contract and there is no intention to create any employment relationship between the school and the volunteer.**

Volunteers will be covered by the school's employer's liability insurance and third party liability insurance for the duration of the time they spend working with us.

## The School

The school agrees to accept your services as a volunteer and to commit to the following:

- To provide adequate information, training, and support for you to be able to meet the responsibilities of your agreed role in the school
- To ensure satisfactory guidance and support from school staff
- To respect your skills, dignity, and individual needs, and where possible, to respond flexibly to any individual requirements
- To consider any comment from you regarding ways in which you might better accomplish your role
- To treat you as an equal partner with the school's staff, jointly responsible for the fulfilment of our aims
- Meet any agreed out of pocket expenses
- Provide a safe workplace and ensure you experience good manners and acceptable behaviour from pupils
- Apply our equal opportunities policy
- Arrange for an Enhanced Disclosure and Barring Service check

## The Volunteer

We ask you to commit to the following:

### Attendance

- If you are unable to attend, please inform the relevant person giving as much notice as possible

- Do not attend if you are unwell in any way that might affect the well-being of others e.g. severe cold, diarrhoea / vomiting

### **Tasks**

- To comply with all reasonable directions given by members of staff responsible for you in your agreed role
- To adhere to the school's policies and procedures with particular regard to safeguarding, health and safety, equal opportunities, and data protection/confidentiality

### **Safeguarding**

Safeguarding and promoting the welfare of children at Bayford is everyone's responsibility. If you notice something which does not seem right, or have any concerns about a child's welfare, act immediately: talk to the DSL or a Deputy DSL.

- To speak in a kind and friendly way to all pupils
- To protect pupils from inappropriate behaviour and language
- To do all you reasonably can to enable our children to be safe and to feel secure

### **Health and Safety**

- Not to engage in any activity without the authorisation and direction of the member of staff responsible for you in your agreed role
- To undertake the tasks given to you reliably and to the best of your ability
- To do nothing that might injure any other person or expose them to risk
- To report to the staff any accident, even where there is no injury to you
- Not to smoke anywhere on the school's premises

### **Data Protection/Confidentiality**

We appreciate that to undertake your role as a volunteer you may have access to information that is confidential. We ask you not to discuss outside the school any confidential matters relating to the school or to any individual associated with the school.

Under the Data Protection Act, we are required to ask your permission to store personal data in relation to the management of you in your volunteer role. Please sign below to give your permission and to indicate that you have understood this requirement. We will not pass on any information about you without your consent.



# Volunteer declaration

I understand that failure to observe confidentiality will be seen as a breach of the school's policy and could result in litigation.

I offer my services as a volunteer to the school and understand that this agreement can be terminated at any time by the school, by me, or by mutual agreement.

I agree to comply with the terms set out above. Whilst I will commit to come in on the days and times I have agreed, both the school and I recognise that I am not under any obligation to attend if I choose not to do so.

Signed: ..... Date: .....

Print name:.....

Signed on behalf of the school:.....

Print name & role:.....