

Volunteer name:



## Hannah More Primary School

New Kingsley Road, St Philips, Bristol, BS2 0LT

Tel. 0117 903 9936 [hannahmorep@bristol.gov.uk](mailto:hannahmorep@bristol.gov.uk) [www.hannahmore.org.uk](http://www.hannahmore.org.uk)

Head Teacher: Kevin Hawkins

### **VOLUNTEERING AGREEMENT 2022-23**

Thank you for Volunteering! Your help is appreciated and we hope that your experience will be rewarding. Please read and sign this agreement, which must be returned to school before you start.

#### **Disclosure and Barring Service**

Adults working and volunteering in school have a DBS check. You should bring your DBS certificate to school, together with ID, before the start of your placement. We can process DBS checks for Volunteers; there may be a charge for this. Parents accompanying class trips, and volunteers working under the direct supervision of school staff may not need DBS checks; in these cases, there will be a risk assessment in place.

#### **References**

We take up references for volunteers not known to the school. If you have previously worked or volunteered with children or young people, the reference must come from the organisation you worked with. We can usually provide a reference for you from school after you have volunteered for 3 months.

#### **Placement, support and supervision**

You will have a placement in school, for example supporting in a classroom or at a specific activity. This may include setting up and clearing up. A member of school staff will supervise your placement. You should keep a clear record of your volunteering, including dates and tasks. You can email the Community Lead with any questions: [emily.sinclair@bristol-schools.uk](mailto:emily.sinclair@bristol-schools.uk). The school website also has lots of information. Where possible, we will support volunteers to attend relevant training.

#### **Health and Safety**

At the start of your placement we will check you are clear about key Health & Safety issues. The school will ensure that your workplace is safe. All volunteers must take care and must report hazards or 'near misses' to a member of staff. Key points:

- Health and Safety information is displayed in the staff room
- First Aid is available via the school office
- All visitors to school must wear a visitor lanyard or visitor sticker
- Volunteers must not use mobile phones in school, except in the staffroom at breaktimes
- Volunteers must not go in the children's toilets
- Covid-19: volunteers have a responsibility to keep up to date with the latest school, council and government advice

#### **Dress code**

During the school day, volunteers follow the dress code for staff: no denim/jeans, no t-shirts or tops with large logos, no bare shoulders/midribs, no flip-flops. A jilbab is not suitable for working on the playground or upstairs as this can be a trip hazard. After-school club volunteers may wear more casual clothes, bearing in mind common sense and safety.

#### **Confidentiality**

Your work in school must not be talked about outside school, unless made anonymous and agreed with staff in advance. Any concerns that you have about children should be raised with the member of staff supervising your placement and not with the parent or carer of the child, or with anyone outside of the school.

#### **Equal opportunities**

Our school reflects our multicultural community; we believe our diversity is a strength. We promote equality of opportunity for all staff and volunteers. Respect, understanding and a commitment to equal opportunities are crucial.

## Commitment

We expect you to be punctual and to make a regular commitment, so that staff and children can be prepared and so that we can make best use of your time. If you cannot make a session, please contact school as soon as possible.

## Behaviour

You should be aware of our rules which are BE SAFE – SHOW RESPECT – ENGAGE. There are also behaviour boards in each class which teachers monitor. Volunteers in classrooms should check the class charter and reinforce this with children during their placement. Any significant behaviour issues should always be dealt with by school staff, and volunteers should always refer to staff if they have a concern about children's behaviour. Volunteers should be calm, courteous and professional and use appropriate language at all times.

## Child Protection

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. Where it is believed that a child is suffering from, or is at risk of, significant harm, the school follows clear procedures. Information can be found at

[www.proceduresonline.com/swcpp/bristol/index.html](http://www.proceduresonline.com/swcpp/bristol/index.html) and the school's safeguarding policy is here:  
[www.hannahmore.org.uk/HMSafeguarding\\_Policy\\_new\\_22 - 23\\_002.pdf](http://www.hannahmore.org.uk/HMSafeguarding_Policy_new_22_-_23_002.pdf)

As a volunteer in school you must have an understanding of Child Protection Procedures in school. You should be aware that the designated person is the Head teacher or, in his absence, the Deputy or member of the Safeguarding Team (please see to the right).

Volunteers who have concerns about another adult in the school should speak to the Head teacher. You may also speak to any member of school staff about any concerns, however minor these may seem.

## Ending a volunteering placement

If you want to end a placement please notify school, giving a week's notice. The school will end any placement where the volunteer is considered unreliable or suitable for the role. Any action seen as detrimental to the school community will result in the placement ending immediately.

## Before you start volunteering, please ensure you understand:

- Who's who in school - key members of staff
- Health and Safety in school, including fire evacuation procedures and signing in procedures
- Child protection procedures
- Equal opportunities in our school
- The school's behaviour policy
- Staff supervising the placement; who to go to for help or advice
- Days and times of your placement
- Your workplace, including location of adult toilets

## Your placement details:

Please sign to say you have read and understood this agreement.

Volunteer's name ..... Signature ..... Date .....

