



**Swarden Primary School**  
**Volunteer Confidentiality Agreement**

Thank you for offering your services as a Volunteer at Swarden Primary school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

**Definition**

Volunteers may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the local community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunity.

Please read and sign this Volunteer Agreement and hand it in at school. This agreement will be in place for the duration of your time at Swarden. This policy sets out the arrangements for volunteer helpers only. You will receive a copy of it for your records.

**1. Introduction**

1.1 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, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, 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;
- preschool staff;
- admin staff;
- caretaker and cleaning staff;
- kitchen 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.

#### 2.2 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.

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

## 3. Signing in and out

When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

## 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 classes. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly when you join staff in the staff room at break times, 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 Smarden Primary School, any documentation that you may have access to are strictly confidential and should be treated as such. All staff at the school are expected to observe the same rule.

## 5. Break and lunchtimes

You are welcome to join staff in the staff room for a drink, which will be provided. However, please be aware that any discussions heard in the staff room must remain confidential.

## **6. 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 Smarden Primary School we believe in emphasising, praising and reinforcing good behaviour. By good behaviour we mean: Being on task, turn taking and sharing equipment, consideration of others, caring for and looking after our school environment, acting sensibly when moving around school.
- Praises and rewards can include something as simple as a smile or a sticker. You may want to mention particular children to the teacher for a special award at some time.
- 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 talk about what they are doing, this makes them think.
- Ask questions where a child cannot answer with a yes or no. Here are some examples:
  - How did you do that?
  - What do you think would happen if...?
  - What do you think will happen next?
  - What did you notice?
- 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.

## **7. Safeguarding**

7.1 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. Please follow the procedures below in the event of a child talking to you about anything you find concerning:

- 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.

7.2 At Smarden Primary School, the Designated Safeguarding Leads are the Head Teacher and Deputy Head Teacher. All staff have had safeguarding training. If you are worried or concerned then please speak to the designated member of staff or the class teacher. There are green forms available in the office to record any safeguarding concerns. 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.

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

## **8. Emergencies / First Aid**

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.

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 Minniss with the class teacher so the register can be checked.

## **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.

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

## **10. Insurance**

Whilst volunteering for the school, you are covered by the school's third party liability insurance. Loss or damage to your own personal belongings is not covered by the TKAT policy or by the school. You may wish to make your own arrangements for insuring against theft, personal injury or damage to your own property.

## **11. Inclusion**

Smarden Primary School recognises that there will be times when the school requests the support of a volunteer 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. Deployment of Classroom Helpers**

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support.

## **13. 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.

## **14. Cancellation**

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

- she 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 Volunteer agreement.
- The volunteer does not successfully obtain a DBS clearance

This policy was agreed / approved by the governors on \_\_\_\_\_

### **15. 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.*

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

Signed on behalf of the school;

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_