All Saints' CE Primary School
Blackheath

VOLUNTEERING AGREEMENT

May 2017

Review Period:	**Bi-annual**
Reviewing Committee:	**Personnel Committee**

I wish to volunteer to help at All Saints' school.

In signing this agreement, I consent to:

- Have my details recorded on a database. I understand that my details will not be passed outside the school and are held for administrative purposes only;
- Update the school if my details change;
- Abide by all school policies and particularly the staff code of conduct, safeguarding policy, the teaching and learning policy and the volunteering policy;
- Keep any information about staff or children I receive confidential. I understand that when I am in the school, I may learn about some of the children and their abilities and other details personal to them; I understand that I may not discuss this information or pass it to anyone either inside or outside the school with the exception of relevant teachers;
- Enter and exit the school via the office and sign in and out:
- Refer matters of concern to a teacher or to the Headteacher;
- Work according to the instructions I am given by the teacher of the class I am helping with, or for other tasks, in accordance with the instructions given to me by the person leading the project or the Headteacher;
- Commit to volunteering for a half term in order to provide consistency for the relevant teachers and classes;
- Notify the school in an emergency when I cannot attend;
- Have any checks (including DBS checks) performed by the school and to provide all necessary information for these;
- Attend any training (to include safeguarding and reading Keeping Children in Safe in Education (Part 1)) held by the school for volunteers; and
- Report any concerns I have regarding a child's well-being or safety.

I acknowledge that I, or the school may end this contract with a week's notice.

Name:	
Signature:	
Date:	