



# ELLEN WILKINSON PRIMARY SCHOOL

## VOLUNTARY HELPER AGREEMENT

Thank you for offering to help at Ellen Wilkinson Primary and we are very thankful for your support. There are, however; strict guidelines that we need to make you aware of. Please read the information below. **The slip below must be completed and the whole document returned to Julie Baker. This should be completed in advance of helping in School or on any School Trips.**

### SIGNING IN

- All visitors must enter and leave via the School Office. This is where a visitor's pass is obtained, which must be worn at all times. This is very important especially in the case of an emergency evacuation.
- Signing in is not required for off site visits.

### CONFIDENTIALITY

- Helping in a School environment means that you may hear or see incidents/information that must be regarded as confidential
- As a helper within School you may find yourself in the position of being asked for information, for instance, by other parents about a particular child or member of staff
- **YOU SHOULD ALWAYS MAKE INDIVIDUALS AWARE THAT YOU ARE UNABLE TO DISCUSS ANY MATTERS RELATING TO SCHOOL.**

### HEALTH AND SAFETY

- Please be aware of all health and safety matters in relation to yourself and others. An induction will be provided on the first day of volunteering.
- Please take the time to read the emergency evacuation procedures provided during your induction.

### SCHOOL TRIPS

- **Always** have another adult present during out of school activities
- Ensure that your behaviour remains professional at all times
- **NEVER** take a child to the toilet alone; and **always** inform the trip leader you are taking **groups** of children to the toilet
- Have a copy of the trip risk assessment prior to leaving the school premises and keep this with you throughout the trip
- Ensure you follow the instructions of the risk assessment and the trip leader at all times
- **DO NOT** ask another adult to supervise your group whilst going off to do personal tasks
- **MOBILE PHONES SHOULD BE USED FOR EMERGENCY PURPOSES ONLY.**

### POLICE CHECKS

- Although we love having volunteers in school, we do take our safeguarding responsibilities very seriously. Therefore; you will be asked to read and agree to our volunteer agreement, which outlines appropriate interaction with the children.
- If you become a volunteer on a regular basis, we may ask you to agree to a Disclosure and Barring Service (DBS formerly CRB) check. Further information about this can be discussed with Julie Baker during the induction meeting held on your first day of volunteering.
- Volunteers will be supervised at all times.
- Volunteers **CANNOT** accompany children to the toilet alone or tend to first aid matters.
- If you are in any doubt or have concerns over something you may see or hear, please speak to the Class Teacher in the first instance who will advise you further regarding School policies.
- Further concerns can be directed to a member of the Safeguarding Team: Mrs Owen-Amadasun -HT, Ms Feeney - AHT, Mrs Husain - AHT, Mrs Laskar - AHT, Ms Baker - Pastoral & Welfare Lead/Deputy DSL, Mr Hart - Learning Mentor & Ms Cahill - Office Manager.

**VOLUNTARY HELPER DECLARATION**

I have read the Voluntary Helper Agreement and agree to follow it

<b>Print Name</b>		<b>Signature</b>	
<b>Child's Name</b>		<b>Class</b>	

<b>Teacher authorising help in class</b>		<b>Class</b>	
<b>Print Name</b>		<b>Signature</b>	

