

Redbourn Junior School

Parent Volunteers

Thank you for giving your time to come into school as a volunteer helper to support the children's learning. We really do appreciate your help.

Code of Conduct

By signing the volunteering agreement you are agreeing to work within Redbourn Junior School's policies and procedures. In particular, as a volunteer, we ask that you:

- Be reliable. Please let the school know if you cannot make an agreed time.
- Respect the school dress code.
- Do not give your contact details to any pupils. Ensure clear professional boundaries between adults and children are maintained.
- Respect the professionalism of school staff.
- Do not use language or actions that could be deemed to be aggressive, abusive or discriminatory.
- Do not use your mobile phone when on the school site.

Confidentiality

We ask you at all times to respect the confidentiality of all children and adults within the school. Volunteering in a school is a position of trust. While working in the school you may hear or see personal information about pupils or staff. This information must be kept to yourself. If you do hear or see something that concerns you, or you are unsure about confidentiality, please speak to a member of staff. In order to ensure confidentiality and for the protection of pupils, please can you sign the agreement below and return it to the school office.

Health and Safety

Please familiarise yourself with health and safety regulations such as the fire drill and any risk assessments connected with the activity that you are helping with. A copy of the school health and safety policy is available from the school office. If you see anything that could be dangerous please notify Mrs Blakemore who is the Health and Safety Officer.

Safeguarding

Please take the time to read the leaflet you have been given about child protection within the school. If you see or hear anything that concerns you, please speak to me about it or, in my absence, Mrs Burman. If you are a regular parent helper you will be required to complete a DBS check. Please speak to our Office Manager to arrange this.

Thank you for your co-operation, I hope that you find volunteering in our school a rewarding experience.

Nathan Hairon, Headteacher

Redbourn Junior School

VOLUNTEER AGREEMENT

FULL NAME _____ (Please Print)

I accept responsibility for maintaining total confidentiality of any information which I may see or hear whilst within the school environment.

If I see something that concerns me regarding the welfare of a child, I will discuss this with the Designated Senior Person for Child Protection.

I understand that I will no longer be able to assist in school should I break this agreement.

SIGNED _____

DATE _____