



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

STATEMENT OF EXPECTATIONS FOR VOLUNTEERS WORKING IN SCHOOLS

Alexander Hosea Primary School welcomes the participation of parents, carers and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development and wellbeing of our pupils. We value the time that volunteers give and their willingness to assist us in providing additional opportunities for pupils. We will seek to provide any necessary guidance or support which may assist this voluntary contribution.

As a school we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them when undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding inspection requirements.

1. **Safeguarding** In order to comply with safeguarding requirements, Mrs Williams, as the school's Designated Child Protection Officer, will discuss Child Protection and Safeguarding policies and procedures with all volunteers before they begin helping in school.
2. **Safeguarding** Volunteers who undertake unsupervised or frequent activities involving pupils will be required to apply for an enhanced DBS disclosure. Positions in schools are exempt from the Rehabilitation of Offenders Act 1974 and this means that any relevant past criminal convictions, including cautions or bind-overs must be declared and will be considered in confidence when assessing suitability for voluntary activities in the school. The school is obliged to maintain a record of all adults who are subject to safeguarding checks but this will not include details of any convictions. This record is kept on a confidential basis and is subject to inspection by Ofsted.
3. **Confidentiality and Data Protection (GDPR)** Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils, staff members or internal school matters which they may observe, receive or otherwise obtain while undertaking voluntary activities.
4. **Policies and Procedures** Volunteers must be willing to comply with school policies and procedures at all times and must follow any instructions provided by the appropriate member(s) of staff.

Specifically we ask that you read the "Acceptable Use of IT" policy (which can be found on the school website on the "Health, Safety, Premises and Welfare Policies" page (from the homepage, go to "School Information" and then "Our Policies")). Please sign the declaration at the bottom of this form to confirm you are happy to follow the policy.

<https://www.alexanderhoseaprimary.co.uk/page/?title=Health%2C+Safety%2C+Welfare+and+Premises%26%23160%3B+Policies&pid=49>

5. **Conduct whilst in school** Volunteers must regard themselves as adult role models when in school and ensure that their conduct is appropriate to the school setting.
6. **Pupil behaviour** Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour should be referred to the relevant member(s) of staff.

The Headteacher and governing body reserve the right to determine whether any volunteer should be refused permission to participate or to continue to participate in activities where this is felt to be justified.

Thank you for your support

Mrs Deb Williams
Head teacher

Confirmation by Volunteer

I confirm that I understand and accept the expectations set out above.

Name _____

Signed _____ Date _____

Staff, Governors and Volunteers - Acceptable Use of IT Agreement Form

I agree to follow the Acceptable Use of IT policy to ensure that there is no risk to my safety or to the safety of other staff and pupils, or to the security of the ICT systems.

Signature Date

Full Name