



# Malvern Way Volunteer Agreement

Malvern Way is proud of the partnership it shares with both our parents/carers and our local community. We welcome the support of all our volunteers, in their varying roles and recognise the significant contribution they make to our school.

The aim of this guide is to provide you with all the information you need to ensure your time is well spent, worthwhile and enjoyable.

## **Our commitment**

### **We will provide:**

- a warm and welcoming environment
- a meeting with a member of the senior management team to explain relevant health and safety policies including what to do in case of a fire
- clear guidelines about the activity/role you are carrying out and the standard expected of the children
- all the materials you will need to carry out the role.

We are very happy to hear if you have any ideas for particular activities or how to improve on something, please speak to the class teacher/TA who will be happy to listen.

## **What we expect from our volunteers**

**Confidentiality** - It is very important that all staff, volunteers and other adults working in the school adhere to a policy of strict confidentiality. As a volunteer you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact and confidentiality on your part.

It is not acceptable to talk about other people's children with other parents or share anything about specific children with friends or family or a child's parent even if you know them. Positive comments such as, 'your Jimmy reads well,' are not acceptable either as others will wonder why you have not said that to them.

You may find that parents who are friends will ask about the progression or behaviour of their child in school. Please tell them that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher or the head. If the school is concerned that a parent is not respecting our confidentiality expectations, they will be asked not to continue helping.

**Child Protection** - If you are concerned about something you have seen or heard or you have any queries or problems, please seek an appropriate moment to speak to the class teacher, Mrs Cole or Mrs Butcher. Our child protection policy is available on our website [www.malvernway.herts.sch.uk/our-school/policies/](http://www.malvernway.herts.sch.uk/our-school/policies/)

### Before you begin

- Explain to your child that you will be coming into school to help **all** of the children and that he/she will not always be able to work with you.
- Agree the day and time that you will be helping with the class teacher
- When you arrive at school sign in at the school office and wear a volunteer badge

### When working with the children

- Support our school values by encouraging independence, respect, good manners and determination.
- Encourage the children to talk about their learning by asking open questions e.g. *“I wonder what would happen if we put it the other way up?”*, *“Why do you think it does that?”*, *“Where has that answer come from?”* and *“How did you find that out?”*
- Helping to clear up is an essential part of learning too. We want all children to see clearing up as a natural part of the activity and you, as a helper, should never be the one who clears everything away.
- Be a good role model.
- Promote our Golden Rules and let the staff know of any inappropriate behaviour immediately.
- Report any concerns relating to the welfare of a child or behaviour of an adult to Mrs Cole or Mrs Butcher immediately.
- Ensure your mobile phone is in your coat or bag.
- Treat all the children equally. This includes your own child (if applicable).



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### THE PARENT/VOLUNTEER

I have read and understood the volunteer agreement and will work within the guidelines and expectations set out above.

Signed: ..... Date: .....

Name.....