



Elson Infant School Volunteers & Students in School Agreement

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer or student.

As a school we agree to:

- Carry out volunteers Induction
- Explain your task/jobs carefully so that you are clear about what we would like you to do with the children.
- Discuss the things you like and would feel comfortable doing.
- Share the school behaviour expectations and our ethos with you to help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- We agree not to ask you to: Deal with difficult or challenging behaviour, carry out a task that you feel unprepared to complete.

As a volunteer/student I agree to:

- Complete the Induction checklist.
- Use the school behaviour expectations and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe or a child says anything that concerns me in school.
- Treat any information shared within school about pupils and staff as confidential.
- Inform the school if I am unable to come in for any reason as soon as possible.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS on-line form for safeguarding purposes.
- Complete the 'Childcare Disqualification Staff, Rehabilitation of Offenders Act Declaration and Volunteer Declaration Form'.

I agree not to:

- Look at or compare children's, work, records or staff records.
- Share any information about a child or member of staff with anyone outside the school staff team, including on social media.
- Use a mobile phone within the main school building or classroom.

Child Protection Declaration

I understand that **Elson Infant School** is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment.

I have been made aware of the key principles of the school's Child Protection policy, including the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have been provided with a copy of the school's Code of Conduct and have read Part One (Safeguarding information for all staff) of the most up-to-date version of Keeping Children Safe in Education.

I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.

Name of Volunteer/student: **Date:**.....

Signed:.....

Office use only received by and date: