

## Volunteer Agreement

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Welcome to your volunteering role at Newall Green Primary School.

Thank you for supporting the school. We hope that you will benefit from your experience. Your time, energy and skills are important to us and we would like to make sure you get the most out of your role.

We will provide you with an induction into the school where you can find out about the school and key staff, linked to safeguarding and health and safety. The Volunteer Coordinator will also agree with you your role outline and hours of work. You will sign a Volunteer Agreement and the Volunteer Coordinator, Sophie Tait is available for any queries/issues that may arise.

**Name of volunteer:**

**Name of coordinator: Sophie Tait**

**Volunteer role description:**

**Hours of work:**

### While working for Newall Green Primary School as a volunteer I agree to:

- o Abide by the school's Volunteer Policy and School code of conduct.
- o Do the tasks outlined in my Role Description to the best of my ability.
- o Work positively within the school staff team and to be respectful, helpful and supportive to all team members.
- o Be reliable and punctual, and to let the Volunteer Coordinator [*Sophie Tait*] know if I am unable to come in or if I will be late by email- [s.tait@newallgreen.manchester.sch.uk](mailto:s.tait@newallgreen.manchester.sch.uk) or by phoning the school office on 0161 437 2872.
- o Provide as much notice as possible when I decide to leave Newall Green Primary School.
- o Be enthusiastic, be a positive role model, and be aware that I am in a position of trust within the school.
- o Dress in a respectful and appropriate manner.
- o Keep what happens at school confidential
- o Not put images or information from school on social networking sites
- o Keep my mobile phone in my bag apart from at break times and not take photos without permission
- o Communicate clearly with key staff so expectations and roles are mutually understood.
- o Share PEN Primary's commitment to safeguarding and report any concerns immediately to [*Tom Rudd*].

**PEN Primary agrees to:**

- o Provide me with regular feedback and a clear description of my role.
- o Provide clear induction, appropriate training where possible, and any other information to enable me to fulfil my role.
- o Provide a supportive link person, the Volunteer Coordinator - Sophie Tait, who will be my contact should any difficulties arise.
- o Listen to me and treat my views with respect.
- o Provide insurance and liability cover as appropriate.
- o Provide references after three months of working at the school

*This agreement is binding in honour only and it is not a contract of employment or legally binding.*

**Signature of volunteer:**

**Signature of supervisor:**

**Date:**