



# PARENT AMBASSADOR AND VOLUNTEER INDUCTION AGREEMENT

## ESSENTIAL INFORMATION, GUIDANCE AND EXPECTATIONS FOR VOLUNTEERS WORKING IN OUR SCHOOL

This document offers clear guidance regarding the expectations pertaining to all adult volunteers who visit our school. It is to be read and adhered to in conjunction with the following supporting documents, each found on the school's website:

- Hunsley Primary Safeguarding and Child Protection Policy
- Hunsley Primary Health & Safety Policy
- Hunsley Primary Behaviour Policy
- The Education Alliance Whistle Blowing Policy
- The Important Notice to Visitors (see Appendix)
- The Hunsley Primary Statement of Safe use of Multi Media (see Appendix)



### A WARM WELCOME AND A THANK YOU

Dear Parent Ambassador or Volunteer,

We warmly welcome you to our school, Hunsley Primary, and thank you for your offer of voluntary support to our pupils.

At Hunsley Primary, we actively encourage strong relationships between school, home and the wider community because we understand the many social and educational benefits to our children of learning alongside their families and other adults. As a volunteer or Parent Ambassador, you will enrich the learning experiences of everyone in the school and hopefully find your own experience is enriched too!

We class Volunteers and Parent Ambassadors, as distinct from Visitors, as adults **who might spend at least 3 days within any calendar month voluntarily within the school**. Examples would include regular readers, parents offering support for PE or after school activities, such as clubs, and adults offering recurring workshops over a period of time. Volunteers, Ambassadors and Visitors will always be supervised by adults from the setting.

Prior to this induction session and to the start of your volunteering role with us here in school, you will have undergone an Enhanced Disclosure and Barring Service clearance (DBS Check). You might also have attended the introductory session, outlining the role of the Parent Ambassador or Volunteer. All Parent Ambassadors and Volunteers must undergo the DBS check and complete the advanced Declaration for adults working with children of Infant School age. All volunteers will undergo a further induction on their first day of volunteering with the Head of Hunsley Primary to ensure that the expectations of all visitors to the school are foremost in their minds when undertaking work in the school.

If you are volunteering over a period of time, at least 3 days in any calendar month, prior to volunteering in the school, all adult volunteers will be added to the school's Single Central Record and will be expected to sign the 'Volunteers' Agreement' (see Appendix) as an acceptance and to confirm understanding of the code of conduct and expectations of all adults working in the school. Dependent

on the nature of the volunteering work to be carried out, and the experience of the volunteer, training may also be offered as part of the preparation for undertaking activities in the school.

May I thank you again for being willing to offer your valuable time to enhance the experience of all our pupils? I hope that you enjoy your time with us in school. Please remember to ask at the office if you are unsure about the processes and policies of the school and to share any concerns you may have. We look forward to working with you.

Yours sincerely,

Lucy Hudson, Head of Hunsley Primary

### EVERY TIME YOU VISIT

Please ensure that:

1. You sign in and out, reporting to the Main Office on arrival and departure
2. You read the 'Important notice to visitors' sheet to make sure you have our safeguarding expectations in mind
3. You wear your Visitors' Badge at all times and hand it back to the Main Office as you leave
4. You remain visible to your designated staff link at all times – they will answer any questions you might have and will let you out of the secured area when it is time for you to leave

### INTRODUCTION

Thank you for volunteering to help at our school. Volunteers are an important part of the social and educational experience of our pupils. Whether you are listening to readers, helping with outdoor learning, assisting on educational visits, undertaking work experience or supporting out-of-school activities and clubs, we believe that the contribution you make broadens and develops the learning experiences of our children. You are also a role model to them, showing them a range of future careers and opportunities to widen their landscape.

### THE PURPOSE OF OUR PARENT AMBASSADORS AND VOLUNTEERS INITIATIVE

- To welcome volunteers safely into the school so that Hunsley Primary pupils become part of the wider community
- To draw on the wide range of knowledge, expertise and experience of volunteers to the benefit of everyone in the school
- To help children develop social skills which will be of benefit to them in the future

THE PURPOSE OF OUR PARENT AMBASSADORS' AND VOLUNTEERS' INDUCTION AND AGREEMENT

- To ensure all volunteers are screened and cleared through the DBS process
- To provide information and guidance on the expectations of the school of all volunteers
- To ensure all volunteers understand and adhere to the school's expectations, values, vision and ethos

EXPECTATIONS AND VOLUNTEERS' CODE OF CONDUCT

When volunteering in school, the following expectations should be met:

- Volunteers must be suitably dressed as appropriate to the role (if you are unsure, please ask)
- Be aware of children and other adults at all times, keeping an eye out for teacher instructions, risks and hazards
- Meet the expectations set down in detail in both the Important Notice to Visitors and the Safe use of Multi Media Statement (see Appendix)
- The school and its grounds are a smoking-free site, which includes the use of e-cigarettes
- The school and its grounds are an alcohol-free site and staff will report any risk to the pupils caused by adults' alcohol consumption prior to attending to volunteer
- Confidentiality regarding pupils' and other adults' data and personal information in school is paramount – please do not discuss pupils outside of the school building or during your visit in front of other pupils, as this would be a breach of confidentiality
- Any disclosures or concerns about safety regarding pupils or other adults in the school must be shared immediately with the Safeguarding Officer or Deputy Safeguarding Officer in school. If you observe or hear anything that causes you concern about an individual's safety or wellbeing, it is your duty to ensure this is passed on to the appropriate member of staff immediately.

ARRANGING YOUR VISITS TO SCHOOL

The dates and times of your volunteering visits should be pre-arranged with the Head of Hunsley Primary via the main school office. If you are ever unable to meet a prearranged appointment, don't worry; please ring the school to let us know. All help is gratefully received, so please do not hesitate to volunteer on an ad hoc basis (let us know what will suit you and we can make arrangements to suit you).

You might also like to take part in school visits and clubs; please let us know where you would prefer to become involved. We will be able to contact volunteers as we arrange educational visits to give plenty of notice about the forthcoming visit.



### YOUR ROLE AS A VOLUNTEER IN SCHOOL

Volunteers will be given learning activities to support under the direction of the Head of Hunsley Primary, however you will also be allocated a Key Link – a member of staff who is your go-to person whilst you are volunteering. They will be your first point of contact for information and advice. The pupils and the overall activity taking place will be the responsibility of the class teacher. The teacher will have planned all activities taking place and will welcome your help and support in delivering them according to the plan. You can help by doing any of the following:

- Asking the children questions which help them reflect on the activity at hand
- Encouraging the children to work out answers for themselves and to recall methods for doing so
- Supporting the children in listening to the teacher and writing down their ideas clearly and carefully, encouraging and praising them when they show effort and application
- Helping the children to organize their resources, hand out and tidy away their own equipment and take a pride in their environment
- Model ways of working which reinforce good practice, such as using the dictionary, taking care with handwriting, checking on the board and proof-reading work
- Paraphrasing or explaining instructions so that individuals are able to access the learning more easily
- Scribing or making notes which help children access the curriculum more effectively
- Listening to and encouraging readers in free-reading sessions
- Reading with or to a larger group (guided reading)
- Assisting the children when undertaking creative and practical work, such as painting or crafts, cooking or gardening

- Occasional activities, such as helping out during plays, concerts, festivals, fund-raising, special assemblies and sports events, or special academic events such as Find Out Fridays

### VOLUNTEERING ON EDUCATIONAL VISITS

We are very pleased that you have volunteered to support our school and appreciate that many Parent Ambassadors would like to be of help during educational visits, which is much appreciated. Educational visits are at the heart of our curriculum and we value the role they play in engaging children in our Big Question investigations.

Volunteers have an important role to play in the smooth running of a visit. The planning will all have been completed by the Trip Leaders and School Educational Visits Co-ordinator, who work together (with the Headteacher) to ensure all risks have been assessed and the educational value of the visit is relevant.

Unfortunately, it is not appropriate for parents with pre-school children to bring them into school or take them on an educational visit when volunteering, as it would prove difficult to safely supervise both your own children and others.

All volunteers will be fully briefed prior to the visit to ensure the success and safety of the experience for all involved. Volunteers will be asked to attend a meeting prior to the visit to discuss and review specific risk assessments and procedures. At this briefing, volunteers will be made aware of any specific needs concerning children attending the visit. The volunteer's role includes any or all of the following:

- To look after specific children in the group, learn their names and their needs (e.g. dietary / medical / learning needs) and account for them to the teacher leading their group
- To remain with your group, carrying out checks and headcounts, ensuring their safety and wellbeing, in support of the lead teacher
- To promote good manners and courteous behaviour during the visit towards each other and towards members of the public, in accordance with the Behaviour Policy
- To report any concerns or problems to the visit leader
- To support the designated First Aider, where necessary, in carrying out their duty

### FIRST AID AND EMERGENCIES ON EDUCATIONAL VISITS

There will always be a designated First Aider on visits. You will be informed if a child on the visit has medical needs. Where medication or first aid needs to be administered to a pupil or other adult, the designated first aider must be the individual to carry out this duty, unless it is the volunteer's child who

requires medication, in which case, the parent/carer volunteer will be asked to administer that medication.

If there is an emergency on a school visit, volunteers are expected to inform the Visit Leader or other member of staff as soon as possible. For all emergencies on a school educational visit, please follow the agreed procedures which will have been discussed prior to the visit taking place.

### SAFEGUARDING CHILDREN IN SCHOOL AND ON EDUCATIONAL VISITS

All volunteers have a duty to safeguard the children in school and must follow the expectations set down in the documents in the Appendix.

Whilst on site, adults should ensure they do the following:

- Recognise and accept their responsibilities in relation to safeguarding within the context of their role as a volunteer
- Identify the safeguarding leads in school and communicate immediately with them where concerns are raised
- Understand that action will be taken where policy is breached
- Take responsibility for their own actions and behaviour
- Avoid any conduct which may be in breach of safeguarding policy – see Policy and Appendix for guidance
- Remain in the view of their designated Key Link member of staff at all times
- Ask for the advice of the Head of Hunsley Primary at any point if in any doubt or if concerns of any kind are raised

### HEALTH AND SAFETY WHEN VOLUNTEERING IN SCHOOL

When volunteering, please familiarise yourself with the fire exits and evacuation procedures. If an emergency occurs, please follow the direction of the Fire Officer in school (Mrs Hitchin) and proceed quickly to the muster points outside the school building with the children you are supporting, ensuring



that they also follow the evacuation procedure sensibly, safely and promptly.

If any child sustains an injury or becomes poorly whilst you are working with them, please inform the designated first aider immediately, whilst ensuring all hazards are removed. Please do not attempt to treat the child yourself.

Do not give children potentially hazardous equipment (e.g. scissors, sewing equipment) and leave them unattended. Volunteers should always be mindful of potential hazards or risks in the classroom and report them as appropriate.

## APPENDIX

### HUNSLEY PRIMARY VOLUNTEERS' AGREEMENT

Dear Volunteer,

Thank you so much for volunteering your time to help out at Hunsley Primary. We are very pleased to welcome you to the school and hope that you enjoy spending time with us and find the experience really useful and fulfilling.

You may be involved in a range of activities, including:

- Listening to children in Talk Time groups and reading to small groups
- Supporting mathematics and phonics sessions under the guidance of teaching staff
- Helping children with their indoor and outdoor science investigations
- Supporting children's creative sessions, such as music and art
- Asking questions about the learning to support children's thinking
- Supporting PE, Wake-Up Shake-Up and other physical activities such as water and sand play

On your first induction visit, you will shadow a member of staff to observe the routines of our Reception Class's day. If there is anything you are unsure of during that visit, please...

Please carefully read the following information and sign / date to show you understand and agree to the expectations of the volunteer's role. The form should be handed in to Mrs Hitchin at the main reception office.

Thank you again for offering your time to support our pupils.

Kind regards,

Lucy Hudson

Head of Hunsley Primary

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**I agree to meet the expectations of Hunsley Primary in volunteering to support the school, its pupils and staff.**

Please read the following statements regarding the voluntary role:

I have read the Parent Ambassador and Volunteers' Induction booklet and have attended an induction at the school

- I understand that the school's key policies and procedures are available to be read on the website
- I am not directly responsible for specific children or activities during my time spent in the school – the children are the direct responsibility of the class teacher
- I must sign in at the main reception and wear my visitor's badge throughout my visit, signing out at the end of the visit
- I will let the Main Office know by email if I am unable to attend my timetabled slot or wish to rearrange the slot
- I will make sure I have alerted the primary classroom staff to the fact that I have arrived and again when I am leaving
- I should avoid being isolated with an individual or group of pupils, ensuring I am always within sight of the main classroom staff
- If I have any concerns or questions at all about how best to support the teacher and pupils, I will always ask
- If I have any concerns or questions about a child's wellbeing or safety, I shall alert the safeguarding officer or deputy safeguarding officer immediately

- I will not attend to children's toileting needs – if I have any concerns regarding this, I should tell the responsible classroom staff
- If I notice any accidents, risks or injury occurring, I shall notify a member of staff immediately

I have read and fully understand the expectations above:

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Name

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(Days of the week offered for volunteering) – optional

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Signature

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Date

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## STATEMENT OF SAFE USE OF MULTI MEDIA

### Use of Social Media Facebook, twitter and Hunsley Primary website

- All images used for social media content will be drawn solely from pupils whose parents / carers have given explicit permission to do so
- All images posted will be checked against the permissions list prior to uploading, every time the process is carried out.
- All images of parents, visitors and other members of the public will only be used once written permission has been acquired.
- If in any doubt, a further check and consent will be sought, and if in continued doubt the images will not be used.
- Verbal consent is not sufficient; consent must be given in writing (email is acceptable)
- Each year, the Data Information form will be revised to ensure that all data required for Multi Media applications will be updated where necessary
- Images will only be posted by designated staff – school / Trust administrators / Head of School

### Use of iPads and cameras in the classroom for assessment and evidence capture

- Only school iPads will be used to capture evidence (video, audio and photographs)
- Images will only be stored on the iPad photo reel and then moved promptly to the secure W Drive folder for photographs
- All remaining photographs and video will be permanently deleted, firstly from the photo reel and secondly from the 'Recently Deleted' folder
- Staff, volunteers and visitors will not use personal devices for image capture at any time
- Staff and volunteers personal devices (e.g. Phones) remain in the Main Office area at all times

- All iPads will be kept in school and secured, using the lockable unit
- The school camera may be used for the same purpose and will not be taken out of school, unless under the agreement of the Head of School for educational visits, sports event and other external events where evidence might be captured
- Staff working on evidence folders at home will only do so via the secure ‘Remote Desktop’ and the W-Drive folders.
- Multi Media files will not be stored in any other device or space than in the two above spaces (iPad Photo Reel – temporary storage- and the W-Drive – permanent storage)
- Images stored online in the Classroom Monitor folders are stored securely via the password protected portal and are not subject to public access.
- Print images will be used in the classroom for display, unless parents request not to

**Use of images in Learning Journey documents For sharing with parents, carers and Local Authority**

- Permissions will be sought from parents and carers to share images in print form only, for example in group shots. Images will never be used where permission is not given



- 1) Please make sure you have fully signed in at the office and that you are wearing your Visitors' badge, clearly displayed at all times. You will be supervised during your visit to our site.
- 2) All our internal doors are controlled by electronic tags: if you need to pass through these doors during your visit, a member of staff will escort you through.
- 3) All visitors are asked to turn off their mobile phones, keeping them in bags or pockets during contact with the children.**
- 4) Our Safeguarding lead is Mrs Lucy Hudson, Head of Hunsley Primary and our Safeguarding Deputy is Sue Mutter, Nursery Nurse.
- 5) If you would like to read our Safeguarding policies, you will find them on our website at [www.hunsleyprimary.org](http://www.hunsleyprimary.org)
- 6) Our registered first aiders are Mrs Hitchin, Mrs Mutter and Mrs Briggs: all first aid requirements must be directed to the main office.**
- 7) In the event of a fire evacuation alarm, please follow the instructions of the fire officer, Mrs Hitchin, and the signage directing towards fire exits, and assemble at the muster point on the primary playing field outside.
- 8) Whilst on our site, if you have any questions or concerns at all, please report them directly to Mrs Hitchin on the main office.

**We very much hope you enjoy your time with us!**

Yours faithfully

Lucy Hudson  
**Head of Hunsley Primary**