

Plymouth CAST Volunteer Agreement

Volunteer Name (Printed)	
Name of School	

Thank you for offering your services as a volunteer for Plymouth CAST. Please sign and fully read this volunteer agreement, and the documents referred to within this, and return it to the school office who will provide you with a copy for your records. The Volunteer Agreement is a snapshot of the expectations required of our volunteers; the full standards of conduct expected is fully laid out within the Volunteer Code of Conduct, which should be read in conjunction with this document.

By signing this form, you agree to the following:

1. Trust rules and policies

- 1.1. Volunteers will follow all Trust and School policies and procedures. To support this, volunteers will confirm they have read the following Trust and School Policies:
 - 1.1.1. Volunteer Policy
 - 1.1.2. Safeguarding Policy
 - 1.1.3. Keeping children safe in education part 1 (plus Annex A if they work directly with children)
 - 1.1.4. Volunteer Code of Conduct
 - 1.1.5. Data protection Policy
 - 1.1.6. Anti Bullying and Harassment
 - 1.1.7. Whistleblowing
 - 1.1.8. School Behaviour policy
 - 1.1.9. Safe Touch Policy
- 1.2. Plymouth CAST Policies can be found on the school website. Please ask the Headteacher to provide you with access to these.

2. Expected conduct

- 2.1. As a volunteer of Plymouth CAST you agree to abide by the standards of conduct as set out within the Volunteer Code of Conduct.
- 2.2. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, [insert name].

- 2.3. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.4. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the Trust's safeguarding policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is [insert name] and the [deputy/deputies] [is/are] [insert names].
- 3.3. Volunteers should have an understanding of and adhere to the Plymouth CAST Safe Touch Policy.
- 3.4. As detailed within the Volunteer Code of Conduct, volunteers must alert the DSL or Headteacher if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - exchanging contact information
 - making contact with pupils outside of school, including on social media
 - arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share any photos of pupils.

4. Health and safety

- 4.1. Volunteers must abide by the Trust's Health and Safety.
- 4.2. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.3. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this Volunteer Agreement may result in the termination of the placement. In more serious cases, misconduct will be treated in line with Plymouth CAST's Disciplinary Policy and Procedures.

Volunteer name (printed)	
Volunteer signature	
Date	
Headteacher/Line Manager name (printed)	
Headteacher/Line Manager signature	
Date	

