



Bradshaw Hall Primary School

**Bradshaw Hall Primary School
Vernon Close,
Cheadle Hulme,
SK8 6AN**

ADULT VOLUNTEER AGREEMENT

Date Reviewed:	Autumn 2025
Date Ratified & Adopted by the Governing Board:	Autumn 2025
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Autumn 2028
Comments:	Adapted & Adopted from Local Authority model policy Spring 2018



Adult Volunteer Agreement

Firstly, at this stage, thank you for offering to help in school, we value and encourage you to assist us in our children's development and wellbeing.

At Bradshaw Hall Primary School we aim to achieve a climate of mutual trust and confidence in our school. We greatly value our parent/school partnership which we believe enriches the education of our children. We welcome parents, grandparents, carers and education career minded adults into our school to support our work. We hope that our code of practice will be supportive to those who volunteer to help in school and to all children, parents, carers and teachers supporting individual pupils. Therefore, volunteers are asked to enter into an agreement with the school.

We do hope you fully understand the necessity for completing this process, to keep both the children and you as the volunteer, safe.

Adult volunteers may be required to assist with a range of activities, some of which are listed below.

- hearing pupils read
- Supporting the teacher with specific guided sessions
- supporting regular swimming sessions
- supervision on nominated school trips
- assisting with specific or specialist topics and activities e.g. cooking, gardening, specialist expertise
- providing or developing resources
- fundraising activities such as support with Friends of Bradshaw Hall – FoBH
- supporting specific after-school or weekend activities

Code of Practice

- Volunteers will be responsible to the **class teacher**, or member of SLT in cases of 'cross-school' activities e.g. Friends of BHPS, for all matters whilst in school
- Teachers will communicate with volunteers to advise on the tasks for the session
- Volunteers must sign-in using the electronic InVentry security system on entry and exit and wear a **visitor's badge at all times**
- Regular volunteers or students visiting for an extended period, will be required to provide proof of an official **DBS check by providing a DBS number**
- Volunteers as above will be required to complete an induction session with a senior member of staff
- Occasions deemed as '**one-off occasions**' by the teacher, in consultation with a member of SLT, will not require a DBS check provided the volunteer remains with other staff at all times and is under supervision at all times

- In the interests of safeguarding children at all times, the Headteacher reserves the right not to accept the help from a volunteer
- Adult volunteers will be deployed according to need and where their impact is most beneficial and measurable
- Adult volunteers will not ordinarily be permitted to assist or support in classes which have their own child (ren) as members

Child Protection

We are concerned to maintain the highest level of care and control to ensure our children's health and safety.

It is essential that all helpers observe the following points and therefore we ask that:

- Volunteers read and agree to supporting the current DfE's - ***Keeping Children Safe in Education Part 1 (KCSiE Pt1). The school's SAFEGUARDING, E-SAFETY & Acceptable Users Policy -AUP, Health & Safety, Behaviour and Data Protection policies and understand that they must have due regard for any other safeguarding related policy or procedure***
- Adult volunteers must disclose any reasons why they may be barred from working with children
- Adult volunteers must be informed of children in school who may present with special educational needs and or a medical condition and to be mindful that any child may have unobvious behavioural characteristics
- Volunteers maintain a 'professional-style' appearance, attitude and working relationship with teachers, children and their parents
- **Any aspects of the work adult volunteers enter into with children is confidential and should only be discussed with the child's teacher**
- Adult volunteers must not comment on the child's behaviour, progress or achievement to **anyone** but the class teacher - this includes the helpers and the child's parents and family
- Adult volunteers will not engage in social media activity regarding any matter relating to their time during or after their time as a volunteer at the school
- Adult volunteers must ensure that any personal social media privacy settings are checked and set at maximum protection. Any inappropriate activity would prevent you from engaging with the education sector in the future
- Adult volunteers working in school should familiarise themselves with **the Safeguarding Children Policy and Health and Safety Practices** (Child Protection), copies are available in the staff file and on the noticeboards around school
- If an adult volunteer has **any** concerns, he/she should speak to the class teacher in the first instance, who may refer them to one of the 4 Designated Safeguarding Lead members of staff or the Headteacher
- Adult volunteers are expected to be a role model for children in the same way as school staff

- Adult volunteers refer to the class teacher any incident of rudeness or lack of respect on the part of the child
- Adult volunteers do not answer personal questions from a child about their own life
- Adult volunteers refer any injury or complaint of feeling unwell to the class teacher or other member of staff - **they should not attempt to treat an injury**
- **Adult volunteers must not administer any form of first aid to a child**
- Adult volunteers **MUST NOT** examine any injury underneath a child's clothing at any time
- Adult volunteers refer any incidence of a child being upset to the class teacher
- Adult volunteers will not be left alone with a child where they cannot be seen
- Adult volunteers **MUST NOT** verbally or physically discipline a child
- **The school reserves the right to determine the placement of an adult volunteer within the school**

The school's Designated Safeguarding Leaders are:

Mrs L McGlone DSL - Inclusion Manager, Mr C Bagnall DDSL – Headteacher, Mr S Downes DDSL – Deputy Headteacher, Mr R Gleaves DDSL - Learning Mentor

There are lists of all First Aiders posted on the safeguarding noticeboards around school:

Senior First Aider: Mr Gleaves - KS1



ADULT VOLUNTEER AGREEMENT

Thank you for offering to volunteer in school. We are pleased to have the opportunity to work with you.

Please sign below to indicate that you have read and agree to observe Bradshaw Hall Primary School's **Adult Volunteer Agreement**

I agree to observe the Adult Volunteer's Agreement

Parent/Grandparent/Carer of:

Student Teacher/Work Experience Student.....

Print Name

Address

.....

Telephone Number

Previous experience (if any)

Signed

OFFICE USE ONLY

DBS check completed satisfactorily: Yes No

Authorised Member of staff: Name.....Signed.....

Mr C Bagnall – Headteacher

Agreed & Signed Date