

Cavendish Close Infant and Nursery School  
Volunteers in School Policy  
**Appendix 3**

**Off-site Volunteer Agreement**

Educational visits are an integral part of learning at our school. They give our children opportunities which are outside of their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of the visit.

Please read and sign this form before the day of the visit. You will be given a copy of the agreement for your records. This is part of our school's risk assessment, planning and safeguarding arrangements.

**Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the children in your group under the instruction of the class teacher.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the visit.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school.
- To ensure that your group keep up with the class.
- To contact the class teacher if there are any queries/concerns with safety, behaviour and/or first aid.

**Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read and understand signs/labels/information, asking questions that encourage children to think about activities and help to explain the areas of interest.
- Follow guidance from school staff.

**What is not permitted**

- Volunteer helpers are not allowed to bring additional children, for example, younger siblings or children in the care of the volunteer on the school visit.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteers are not permitted to take photographs of children other than their own.
- Volunteers should not use their mobile phones during the visit.
- Volunteers should not refer to the visit in anyway on social media networks.

### **First Aid**

You will be informed if anyone in your group has additional/medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child in which case you will be asked to take responsibility for carrying and administering the medicine. All other medicines, including inhalers and first aid kits will be carried by staff.

### **Emergencies**

In the event of any emergency, you are expected to inform a member of staff as soon as possible. If you have been separated from the rest of the school party, please telephone the trip leader on the school mobile phone (you will be given this number) or the school office (01332 662239).

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|------------------------|--------------------|
| Location of the visit: | Date of the visit: |
|------------------------|--------------------|

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| Trip leader: |
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|                           |
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| Class teacher supervisor: |
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|  |                |
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| Full name of volunteer, including title: | Date of birth: |
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| Disabilities/medical needs/other needs that we should be aware of: |
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| Emergency contact name: |
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| Emergency contact details: |
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| Signed: | Print name: |
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| Date: |
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