



Volunteer/work experience Policy

INTRODUCTION:

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Earlham Primary School, therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Earlham Primary School for our pupils will always be a priority. Senior Leadership maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

OUR SCHOOL AIMS:

All adults / young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below.

SCHOOL VISION:

At Earlham we believe that all children deserve the very best education. All our pupils have the opportunity to achieve their full potential, so they can begin to choose their path in life and to flourish in the world. We believe learning opens doors and learning changes lives.

VALUES:

Brave
Empathetic
Aspirational
Respectful

BECOMING A VOLUNTEER:

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, must register their interest at the school office. If the school has availability for an intake of new volunteers they will initiate the volunteer application and vetting process.

It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

SAFEGUARDING

All staff & visitors have a responsibility to provide a safe environment in which children can learn

[Keeping Children Safe in Education September 2024](#)

The safeguarding of all children in our school is the highest priority and is a key responsibility for all members of staff including volunteers. Safeguarding children in our school is of the highest priority

All adults working or volunteering at Earlham will be expected to adhere to the school safeguarding policy and protocols for reporting concerns and responding to children who make disclosures. There is an expectation that all adults working or volunteering at Earlham read the following policies and guidance:

- [Earlham Primary School Early Help, Safeguarding and Child Protection Policy](#)
- [Keeping children safe in education](#)
- [Eko Trust Whistle-blowing Policy](#)
- [Earlham Volunteer Policy](#)
- **Volunteers Good Practice Guidance** (Appendix 2)

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and we expect our volunteers to share that commitment. The process of the recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office; this will be kept up to date and the responsibility of the Office Manager.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and must sign a **Volunteer Agreement** (Appendix 3)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear **job description** and their supervisors will address any concerns in their work.
- Volunteers agree to the visitors code of practice daily which begins when they sign in at reception

The staff members with responsibility for Safeguarding and Child Protection are;

Luke Harold: Designated Safeguarding Lead

Jo Harding: Deputy Designated Safeguarding Lead

ONLINE SAFETY

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff, are expected to follow the Online Safety Policy which is available from the main office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers and staff may not make or receive calls during teaching time. Use of phones or

phone watches must be limited to non-contact time when no children are present. Volunteers and staff should keep electronic devices out of sight in lockers, desks or cupboards when on school property. Volunteers and staff must only use school owned devices for capturing, recording and storing data or photos of children.

FREQUENT OR INTENSIVE VOLUNTEERS

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our **Off-Site Visit Agreement** (Appendix 4).

VOLUNTEERS FOR SCHOOL VISITS

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

PROCESS FOR RECRUITING VOLUNTEERS WHO WILL BE WORKING FREQUENTLY OR INTENSIVELY

- a) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete an **Application** (Appendix 1) with a supporting covering letter and return to the school office
- b) References will be requested
- c) A responsible officer will identify the need and role for volunteers
- d) Candidates will be attracted by means of a local advert/school communications system
- e) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- f) Enhanced DBS check undertaken
- g) The volunteer will be made aware of the role and responsibilities they will be undertaking
- h) Two references should be sought where the volunteer arrangement will continue on a regular basis
- i) Induction- school and corporate policies and documentation explained and issued. These to include Safeguarding, Health and Safety, Positive Behaviour and Whistleblowing Policy
- j) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the **Volunteer Agreement** (Appendix 3) which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. Where a volunteer does not have a DBS check, a **DBS Risk Assessment** (Appendix 5) will be completed and shared with the Head/Deputy Head Teacher, DSL, Operations Manager, Class Teacher and volunteer.

WORK EXPERIENCE/ PLACEMENT STUDENTS

Earlham Primary has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Earlham Primary School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ BEd. or PGCE) a member of SLT will deal with further correspondents/ details. If the placement is just for work experience purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Earlham Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of the School.

CONFIDENTIALITY

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential. *Volunteers who break this confidentially rule will be asked to leave.*

SUPERVISION

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

HEALTH AND SAFETY

The school has a Health & Safety Policy, and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by our Health & Safety Statement and indemnity and Public Liability Insurance.

COMPLAINTS PROCEDURE

Any complaints made by a person about a volunteer must follow the school complaints policy which is found on the school website.

MONITORING AND REVIEW

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

VOLUNTEERS APPLICATION FORM



Attach Photo of Applicant

Personal Details

Name:		DOB:	
Address:			
Telephone:		Email Address:	

Languages Spoken:

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Next of Kin:

Name:		Relationship:	
Telephone:			

Family Links:

Do you have children who attend Earlham Primary School: Y / N

Name:	DOB:	Class:
Name:	DOB:	Class:
Name:	DOB:	Class:
Name:	DOB:	Class:

Do you have any links to adults working in Earlham Primary School: Y / N

Name:	Role:
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Previous Employment or Volunteer Experience:

From:	To:
Employer Name:	
Address:	
Reason for Leaving:	

Qualifications:

Course Name:	
Date:	
Course Name:	
Date:	

Skills Relevant to Position:

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Medical:

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

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Your Availability: (Tick as appropriate)

Monday am	Monday pm	Tuesday am	Tuesday am	Wednesday pm	Wednesday am	Thursday am	Thursday pm	Friday am	Friday pm
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Reference 1: (Please provide the name and contact details of a person who can provide you with a reference)		
Name:		Relationship to Applicant:
Address:		
Telephone:		Email:
Reference 2: (Please provide the name and contact details of a person who can provide you with a reference)		
Name:		Relationship to Applicant:
Address:		
Telephone:		Email:

I confirm that the information given in this form is true, complete and accurate:	
Signed:	Date:

A volunteering placement is given for a minimum of 1 term (approx. 11 to 14 weeks). Extensions of a placement can be awarded subject to positive review by Senior Staff. References are not given at the end of your placement.

Volunteering Placement (Office Use Only)

Application Outcome:	
Application successful	
Details:	

Dates of Volunteering:	
From:	To:
Working Hours:	
From:	To:

Placement Area:	
Teacher:	Class:
Teacher Advised of Placement:	Job description completed:

Type of Work:

Safeguarding and Volunteer Documents:			
Volunteer has received all relevant documents from the safeguarding and volunteer information pack?			
Volunteer has read and signed all documents:			
Photo ID provided by volunteer (passport or driving license):			
Proof of address provided by volunteer (bank statement or utility bill)			
References have been obtained and verified	Ref 1	Ref 2	
Risk assessment completed if applicant does not have DBS: Y / N			
Applicant has completed Disqualification under the Childcare Act 2006			
Job description completed by class teacher/supervising adult:			
Job description agreed by volunteer:			
Date:	Member of Staff:	Position:	

Extension Granted:			
From:	To:		
Name:	Signature:	Date:	



Appendix 2

EARLHAM PRIMARY SCHOOL VOLUNTEER GOOD PRACTICE GUIDE

All volunteers must know the name of the Designated Safeguarding Lead, be familiar with local safeguarding arrangements and understand their own responsibilities to safeguard and protect children and young people.

Volunteers are expected to maintain high standards of behaviour and conduct while in their placement (including school trips, residential visits and out of school activities)

ALL VOLUNTEERS AND VISITORS TO THE SCHOOL MUST:

- o Observe the high standards of behaviour and ethical conduct mandated by the school
- o Respect other volunteers, members of staff and pupils, and make them feel valued
- o Understand their responsibility in the safeguarding and protection of pupils
- o Volunteers must always sign in at the school office and clearly display their identification badge
- o Volunteers must ALWAYS work with students in the presence of a member of staff or in an area where you are clear observed
- o Volunteers must dress appropriately and adhere to the staff dress code; jeans, figure-hugging clothes and revealing/spaghetti strap tops are not acceptable dress code at Earlham.
- o Volunteers must switch off their mobile phones (and other devices; cameras, iPads, wristwatch phones etc.) and leave them in a locker during lessons and meetings. Volunteers **must never** use personal items to photograph or record pupils whether in school or on a school trip
- o Volunteers must have read Earlham Primary School's Early Help, Safeguarding and Child Protection policy and adhere to its terms prior to beginning placement
- o Volunteers should do everything possible to avoid any physical contact with pupils
- o Volunteers may overhear or be included in information sharing within the school. The information that is discussed in school is confidential and should not be discussed outside of school
- o Volunteers should maintain appropriate behaviour at all times, it is critically important for pupils to see all adults in school as role models
- o Volunteers must recognise that responding to pupil behaviour is the responsibility of the Class Teacher or Senior Staff
- o Volunteers should learn their way around the school paying particular attention to; emergency exits and fire assembly points
- o Volunteers must inform the Class Teacher immediately if you have any medical concerns relating to pupils you are working with.
- o Volunteers must NOT administer any medication to children

SAFEGUARDING TEAM

The safety and well-being of all children in our school is the highest priority and is a key responsibility for all members of staff including external providers.

Any concern, no matter how small, should be reported to the Safeguarding and Child Protection Lead. The staff members with responsibility for Safeguarding are;

Luke Harold: Designated Safeguarding Lead

Jo Harding: Deputy Designated Safeguarding Lead

CONCERNS ABOUT CHILDREN

If you have a concern about a **child** please do the following:

- Ensure you speak to Anju Bhardwaj, Luke Harold, Jo Harding immediately
- Details should be kept confidential, unless you are asked to share them with another professional
- Concerns regarding a child should not be discussed in a public area
- Do not leave the school building until the concern has been followed up

RESPONDING TO DISCLOSURES

If a child makes a disclosure to you, this must be reported to the: **Safeguarding Lead** **immediately**

DO

- o Listen carefully and take it seriously
- o Let the child guide the conversation
- o Ask open questions
- o Reassure the child that it was right to tell and that what happened isn't their fault
- o Explain what you will need to do next and why
- o Speak with your DSL
- o Ensure you record your concerns immediately
- o Record the conversation in the child's words

DON'T

- o Make detailed notes while the child is talking
 - o Ask leading questions (e.g. did your dad hit you?)
 - o Interrupt the child to clarify details
 - o Make promises you cannot keep
 - o Talk to the alleged abuser
 - o Speculate or accuse anybody
 - o Investigate
 - o Promise confidentiality
-

LISTENING TO CHILDREN WITH ADDITIONAL NEEDS

Even when they can communicate verbally some children won't tell us something is wrong, instead they show us through behaviour.

- Make sure the child's voice is heard. Where there are safeguarding concerns, speak to children alone and don't use parents as interpreters
 - If a child's disability means verbal communication is difficult or impossible, make every attempt to communicate by other means
 - Consider how a child may communicate through their actions. Consider whether distressed or dysregulated behaviour is due to the child's disability or if the child is upset for another reason
 - Tailor tools and resources to the child's needs. Check that the child has understood what you've told them and is able to apply it – don't make assumptions about what they have understood
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CONFIDENTIALITY

Visitors in school are bound by a code of confidentiality. Any concerns that visitors have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Visitors who are concerned about anything in the school, which may affect their work, should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Visitors are not permitted to discuss children's or staff members' issues with other professionals in the school, or discuss this outside of the work environment.

Visitors who break this confidentiality rule will be asked to leave

Parents/carers approaching you out of school to discuss school business should be directed to the most appropriate staff member to deal with the issue within school.

There may be instances where visitors MUST pass information to the Head teacher, Class Teacher or Safeguarding Lead. These included instances where a child is being bullied or when a child discloses he/she is being harmed in any way.

Visitors should not discuss/report these concerns to the child's parents/carers; this will be managed by the Head Teacher, SLT, Class Teacher or Safeguarding Lead.

MOBILE PHONES

Visitors must switch off their mobile phones, wrist watch phones and other electronic devices and leave them in a designated safe space during lessons and staff meetings.

Messages may not be sent during learning/teaching time. If there is a specific reason a visitor's phone needs to be left on and with them then they must seek permission from the HT or DSL.

NB children can search for bluetooth enabled devices on school iPad's; please be aware of this if your phone, with Bluetooth enabled, is in your locker, on silent. Please ensure your device's name is appropriate in a school setting, or turn it off.

SOCIAL MEDIA

As professionals there are times when our social life and choices may come under scrutiny by those we come into contact with through work. It is our responsibility to ensure that we do not post anything on social media sites which could negatively impact our role or on the school. It is also inappropriate for us to post things which identify our place of work, work colleagues and pupils.

IF YOU ARE WORRIED THAT A CHILD IS AT RISK OF SERIOUS HARM THROUGH NEGLECT OR ABUSE

Anyone can make a referral to social care but the Designated Safeguarding Lead must be informed as soon as

possible.

Newham Children's Social Care: www.newham.gov.uk/reportit / 0203 373 4600 (9am-5pm) or 0208 430 2000 at any other time

If you believe a child is in immediate danger, phone the police immediately on 999

YOU MUST ENSURE THAT YOU HAVE READ THE EARLHAM PRIMARY SCHOOL EARLY HELP, SAFEGUARDING AND CHILD PROTECTION POLICY AND WHISTLE BLOWING POLICY PRIOR TO YOU WORKING WITHIN OUR SCHOOL.



Appendix 3

EARLHAM PRIMARY SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the school office. You will receive a copy of it for your records. You must adhere to all statements below to ensure your placement is maintained, failure to do so will result in the placement being terminated.

- o I understand my responsibility in the safeguarding and protection of pupils
- o I will adhere to safeguarding policy and protocols for reporting concerns and responding to children
- o I agree to support the vision of the school and work within its safeguarding and inclusion ethos
- o I will always maintain appropriate behaviour as it is critically important for pupils to see all adults in school as role models
- o I understand that I must not be left alone with children unless I have a valid DBS certificate which has been verified by the school
- o I will ALWAYS work with pupils in the presence of a member of staff or in an area where I am clearly observed
- o I will do everything possible to avoid any physical contact with pupils
- o I will dress appropriately and adhere to the staff dress code I will not wear; jeans, figure-hugging clothes and revealing/spaghetti strap tops
- o I will switch off my mobile phone (and other devices; cameras, iPads, wristwatch phones etc.) and leave them in a locker during lessons and playtimes. I must never use personal items to photographs or records pupils whether in school or on a school trip. I will not share my contact details i.e., phone number with pupils
- o I may overhear or be included in information sharing within the school, I understand information that is discussed in school is confidential and should not be discussed outside of school
- o I will always sign in at the school office and clearly display their identification badge
- o I recognise that responding to pupil behaviour is the responsibility of the class teacher or senior leaders
- o I will learn my way around the school paying particular attention to; emergency exits and fire assembly points
- o I have been advised of the name of the school Designated Safeguarding Lead/Deputy Safeguarding Leads
- o I have read and will adhere to the Earlham Primary School Early Help, Safeguarding and Child Protection Policy
- o I have read and will adhere to the guidance Keeping children safe in education (part 1)
- o I have read and will adhere to the Eko Trust Whistle-blowing Policy
- o I have read and will adhere to the School's Volunteer Policy
- o I will follow the Volunteers Good Practice guidance

First Name	
Last Name	
Date	
Signature	

Volunteering Agreement (Office Use Only)

Copy of this agreement has been retained for school purposes	
Copy of this agreement has been provided to the applicant	
Copy of this agreement has been given and discussed with the adult supervising the volunteer	
Full Name (Office Staff)	Signature



EARLHAM PRIMARY SCHOOL OFF-SITE VISITS VOLUNTEER AGREEMENT

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside 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 this school visits.

ROLE OF THE VOLUNTEER HELPER

- o To be responsible and look after, in equal measure, all the pupils in your group under the instruction of the Leader of the school trip
- o To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- o To promote polite, respectful, and courteous behaviour towards each other and members of the public. We all go as ambassadors of our school
- o To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- o To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- o To follow the school guidance on the use of mobile phones or electronic devices during school time
- o To adhere to safeguarding policy and protocols for reporting concerns and responding to children

WORKING ALONGSIDE SCHOOL STAFF

School staff expect volunteer helpers to:

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

WHAT IS NOT PERMITTED

- o Volunteers must do everything possible to avoid any physical contact with pupils and will not support with any intimate care of pupils
- o Volunteer helpers are not permitted to take photographs or videos of pupils on personal devices
- o Volunteers must not be left alone with children unless they have a valid DBS certificate which has been verified by the school
- o Volunteer helpers are not allowed to bring additional children e.g., siblings or children on the school trip
- o Volunteer helpers are not allowed to smoke, drink alcohol, or engage in any illegal practices whilst undertaking their volunteer duties
- o Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets –before, during or after the school trip
- o Volunteers must not share their contacts details i.e., phone number with pupils
- o Volunteers must consider all information discussed in school to be confidential and should not be discussed outside of school

FIRST AID

You will be informed if any child in your group has medication/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 who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes) will be carried by staff.

EMERGENCIES

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- **I understand that this is part of the school's risk assessment planning and safeguarding procedures and will adhere to the guidance outline above and in the Volunteer Policy and Volunteer Good Practise guide**
- **I will report any concerns regarding the safety of a child/ren or concerns about a child/ren to a member of staff immediately**
- **I have been advised of the name of the school Designated Safeguarding Lead/Deputies:**

Luke Harold: Designated Safeguarding Lead
Jo Harding: Deputy Designated Safeguarding Lead
- **I will support the young people in enjoying the trip and actively contribute to the smooth running of the event**
- **I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school**

First Name	
Last Name	
Date	
Signature	

Volunteering Agreement (Office Use Only)

Copy of this agreement has been retained for school purposes		
Copy of this agreement has been provided to the applicant		
Copy of this agreement has been given and discussed with the adult supervising the volunteer		
Full Name (Office Staff)		Signature



IDENTIFICATION	
FIRST NAME	
LAST NAME	
DATE OF BIRTH	
PROOF OF ADDRESS	
ID CHECKS COMPLETED	
APPLICATION FORM COMPLETED	
REFERENCES OBTAINED	
PAPERWORK CHECKED BY	
FILE HELD IN SCHOOL	

DATE	
DATE FOR REVIEW	
PERIOD COVERED BY RISK ASSESSMENT	
REASON FOR RISK ASSESSMENT	
RISK ASSESSMENT COMPLETED BY	

[illegible]

PROCEDURE/CONTINGENCY PLAN IN THE EVENT THAT THE ABOVE ACTIONS ARE NOT MET			
ACTIONS	WHO	DATE	

RISK ASSESSMENT INFORMATION SHARING			
SHARED WITH		Y/N	DATE
HEAD TEACHER/DEPUTY HEAD TEACHER			
SAFEGUARDING LEAD			
SCHOOL OPERATIONS MANAGER			
LINK SUPERVISING ADULT ADVISED ON THE PLACEMENT EXPECTATIONS AND AGREEMENT			
COPY OF RISK ASSESSMENT PROVIDED TO LINK ADULT SUPERVISING THE PLACEMENT			
COPY OF VOLUNTEER AGREEMENT PROVIDED TO LINK ADULT SUPERVISING THE PLACEMENT			

APPLICANT RISK ASSESSMENT AGREEMENT	
FIRST NAME	
LAST NAME	
DATE	
SIGNATURE	

SCHOOL RISK ASSESSMENT AGREEMENT	
FIRST NAME	
LAST NAME	
POSITION IN SCHOOL	
DATE	
SIGNATURE	