



**Parent/Volunteer Helper Expectations and Confidentiality Agreement**  
*Approved by the Governors of the Resources Committee on 8<sup>th</sup> March 2017*

Our children and our staff are at the centre of our vision at The Viaduct Federation of Schools. The following agreement is for their protection.

As a volunteer I agree to adhere to the following procedures and expectations when helping in school with reading, class activities, preparing resources, when accompanying children on an outing and at all times when I have direct contact with children or staff:

I understand, and agree to a DBS check being carried out

I am aware of the school's dress code and will dress appropriately

I will collect a visitor's badge from the office and sign the visitors' book when entering and on leaving.

I respect the need for confidentiality when working with the children and I will adhere to this at all times. I agree not to discuss or disclose any information about the children's levels or their needs with anyone other than the Headteacher in or out of school. If a child makes a disclosure to me I will report this directly to the Headteacher.

Following the requirements of our Safeguarding Policy I understand that at no time will I take photographs of any children.

I will be a role model at all times; I will follow the school rules and will adhere to safeguarding procedures.

I understand that this confidentiality agreement also applies to my working with staff and my behaviour towards them. I also agree to respect their privacy.

I fully understand that if at any time I am in breach of this agreement I will not be allowed to volunteer any longer in school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

***You are required to disclose details of any convictions, cautions, reprimands and final warnings including motor vehicle related offences (but not fixed penalty speeding offences). This must also include convictions that would otherwise be considered 'spent'.***

***Do you have any spent or unspent convictions, cautions, reprimands or final warnings?***

**Yes                      No                      (circle as appropriate)**

***If answering yes to the above question, you must attach details in a sealed envelope for the attention of the Headteacher only.***

**Viaduct Federation of Schools  
Volunteer Information**

NAME	
ADDRESS	
PHONE	
EMAIL	
Areas of interest/expertise	
Preferred age group	
Time available	
DBS Completed	YES / NO                      Date sent:
References	Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).
Name of two referees	Name.....Relationship.....
One referee should be your most recent employer	Address..... ..... Telephone:..... Email:..... How long has this person known you..... -----
If you have previously worked with children, one referee should be provided from this employment/work experience.	Name.....Relationship..... Address..... ..... Telephone:..... Email:..... How long has this person known you.....
Interviewed by:	Print Name:                      Date:
Additional info	