

This is an agreement made between Number Sense and [ ]. It is signed by both parties to demonstrate that each understands and accepts the commitments being made.

This agreement is a description of the arrangement between us (Number Sense), and you (the volunteer) in relation to your voluntary work. The intention of this agreement is to indicate our commitment to do the best we can to make your volunteering experience positive and rewarding and to signify your commitment to working in a constructive and collaborative way with us and the school(s) where you volunteer.

Although this agreement is not intended to be a legally enforceable contract, it is made in good faith by both parties. It should be read in conjunction with our Volunteer Policy which documents additional commitments of Number Sense to its volunteers.

Neither of us intends any employment relationship to be created either now or at any time in the future.

Number Sense is grateful to accept you in the role of In-school volunteer, beginning [ ].

#### Purpose of role

Your role as a volunteer is to work one-to-one with children in a primary school in years 2 and/or 3 whom the teacher identifies as needing support in maths.

Your goal is to work sympathetically and with imagination to help each child improve his or her skills and confidence in maths, and ideally to develop enjoyment in the subject.

This is the core mission of Number Sense.

#### We commit to the following:

- 1 Policy – to maintain a Volunteer Policy detailing Number Sense's commitment to its volunteers.
- 2 Induction and training - to give you appropriate induction and training before you work with children.
- 3 Support – to give you appropriate resources; to have an experienced former primary school teacher available as a Mentor to help you with educational questions; and to have a Community Organiser to support you on administrative matters. We will also give you access to the Chair or one of the Trustees as an escalation point for any concerns.
- 4 Supervision – at least annually to have a Mentor review one of your sessions and to give you feedback on how it went and on potential improvements. The Mentor will not report back on individual sessions to Number Sense management unless there is a concern for the wellbeing of a child or the reputation of Number Sense.
- 5 Flexibility – to make reasonable efforts to allow you flexibility in your volunteering with us, including trying to find you a school which is geographically convenient for you and working with schools to try to resolve problems you may have.
- 6 Development – to provide opportunities for you to learn more about working with children on maths, and to inform you of other volunteering opportunities within Number Sense as these become available. This will include advertising any future vacancies on the Board of Trustees.
- 7 Expenses – to reimburse appropriate expenses as described in our Volunteer Policy.
- 8 Health and safety – to require our partner schools to provide a safe and healthy environment and to give you a suitable induction on their arrangements for health and safety.
- 9 Resolution of problems – to endeavour to resolve in a fair and just manner any problems you may encounter while you volunteer with us.

You commit to the following:

- 1 To help Number Sense deliver its mission to support children in maths.
- 2 To perform your volunteering role to the best of your ability.
- 3 If you are having an issue with a child or with the school, to contact the Number Sense Mentor or Community Organiser so that they can provide appropriate support.
- 4 To make reasonable efforts to attend your weekly sessions every week of the school year except as previously agreed, and where this is not possible to give notice to the school or to agree with them an alternative time.
- 5 To keep a diary of the sessions you attend and those you do not, with the reason for the latter.
- 6 To treat with respect and consideration everyone you come into contact with as part of your role both inside and outside Number Sense.
- 7 To behave appropriately whenever you are on or near the school premises, taking the behaviour of teachers as a guide.
- 8 To be responsive to requests from teachers and from the administration of the school.
- 9 To adhere to Number Sense's policies as outlined in your training and in subsequent communications from Number Sense. Similarly, to adhere to the policies of the school you work in as outlined in their induction and in their subsequent communication.

Signed by

In-School Volunteer	Trustee, Number Sense
Date	Date