

Previous version	9 November 2022
Next update due	December 2025

This is an agreement made between Number Champions and the volunteer named below. 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 Champions), 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 Champions to its volunteers.

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

Number Champions is grateful to accept you as an In-School Volunteer from the date of your signature below.

#### 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 Champions.

#### We commit to the following:

- 1 Policy – to maintain a Volunteer Policy detailing Number Champions' 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 or current primary school teacher available as a Mentor to help you with educational questions; and to have an Area Leader 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 – to do our best to have a Mentor join you annually for at least one session with a child to provide further support, feedback and skills sharing; note, however, that for logistical reasons, this is not always possible. The Mentor will not report back on individual sessions to Number Champions management unless there is a concern for the wellbeing of a child or the reputation of Number Champions.
- 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 Champions 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 have our own health & safety policy and 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 Champions 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 Champions Mentor or Head of Operations or Area Leader 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 summarised notes of each session you attend with a child. For sessions you miss to keep a note of the date and reason. To advise the number of sessions to the Head of Operations or your Area Leader at the end of each term.
- 6 To treat with respect and consideration everyone you come into contact with as part of your role both inside and outside Number Champions.
- 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 Champions' policies as outlined in your training and in subsequent communications from Number Champions. Similarly, to adhere to the policies of the school you work in as outlined in their induction and in their subsequent communication.

Signed by

<p>In-School Volunteer</p> <p>PRINTED NAME</p> <p>Date</p>	<p>Trustee or Head of Operations, Number Champions</p> <p>PRINTED NAME</p> <p>Date</p>
--	--