**Volunteer Role Description**

**Your role**

**Photography volunteer**

**Location**

On site and in the community as directed by the contact person

**Start date**

February 2021

**Key skills**

* The ability to relate well with children and communicate in a positive and encouraging way
* The ability to operate photographic equipment

**Main duties**

* To take photos as requested for school use

**Aim of the role**

* To capture and record events and significant moments to communicate to the St Leonards community in pictures.

**What you need before you start**

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE
* Wear identifying badge

**Supervision and safety**

You need to:

* Sign in and receive your badge from the Office
* Make sure everyone is safe

**What we expect from you**

* Treat everyone fairly and with respect
* Be a good role model for the students
* Show enthusiasm and enjoyment – make it fun
* Be reliable
* All copies of photos are given to the school
* Photographs are not to be kept by the photographer in any form

**Reporting and contact details**

* Volunteer reports to: Heather Pronk, School Promotions Officer
* Contact person: Mel Worden, Office Manager
* Role review date: February 2022