VOLUNTEER CODE OF CONDUCT

This Code of conduct covers all volunteers to our school including family members, PTFA, students and other trainees.

Thank you for volunteering to assist at our school. We value the contribution you can make to our pupils' learning.

This code of conduct sets out the guidelines that we expect all our volunteers to follow. Please read through them carefully before signing them at the end to say you understand and agree to abide by the code, then return the signed copy to the school office for our records. We will take a photocopy to give back to you. Volunteers who feel they cannot fully abide by the guidelines within this code should withdraw their offer of help.

Supervision

- You should be supervised at all times by a member of staff when working with pupils, unless you have obtained a valid enhanced DBS (we recommend all volunteers have a DBS). You should never work 1:1 in an enclosed space/room with a child.
- You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.
- Parents of pupils may be asked to volunteer in a class other than that attended by their child. If, however, a parent assists in their child's class and a conflict of interest arises, i.e. giving undue attention and support to your own child, or using the time to discuss your child's progress with the class teacher, then you may be asked to reconsider your offer of help.

Professional Relationships:

- At all times, you should maintain a professional relationship with all pupils and staff. This will minimise the risk of allegations of inappropriate behaviour;
- Permission should be sought from a pupil before physical contact is made. Even if you know the pupils very well, you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, and ethnicity. Pupils should not be allowed to sit on the laps of volunteers or picked up at any times.
- Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle
- Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as sexually suggestive or provocative. Volunteers are in a position of trust with children and young people under 18 at the school and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.
- If you are concerned about the way a child is behaving towards you, this should be discussed at the earliest opportunity with one of the Designated Safeguarding Leads: **Miss. Rankin, Mrs. Bramley, Mrs. Clay or Mrs. Lycett.**
- Volunteers should use the staff toilets only, never the pupil toilets. On educational visits and outings when public toilets or changing areas need to be used, you should exercise caution and avoid placing yourself in a position where your actions may be open to criticism or misinterpretation.
- If a pupil tells you something or you see something that concerns you, either in class or on the playground, this must be reported to the class teacher immediately. If you feel what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a pupil's welfare at risk, then this should be reported to one of the Designated Safeguarding Leads named above.
    - Remember that you must not investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.

VOLUNTEER CODE OF CONDUCT

- Behaviour management of the children is the responsibility of members of school staff and should not involve volunteers. If you are working with a pupil who is misbehaving, please refer it to their class teacher as soon as possible. Never try to reprimand or allocate consequences yourself.
- You should act appropriately towards all pupils, parents, carers, staff and other volunteers whatever their socio-economic background, age, gender, sexual orientations, disability, race, religion or belief, or any previous knowledge or personal opinions you have of the child.
- If you have any concerns about following this guidance or are aware of any incidents that may be misconstrued or give rise to concern, please talk to one of the Designated Safeguarding Leads.

Setting an example:

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

- Dress appropriately for the school setting and the tasks/roles you undertake;
- Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments;
- Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom;
- Never smoke in the school building or on school grounds as we are a smoke free site;
- Offer encouragement and praise to the children, both verbally and in written comments e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy;
- Promote and follow the school code of conduct;
- Never discuss subjects which are inappropriate for the age of pupils to participate in, or listen to, including references of a sexual nature, gossip/sharing information about staff/pupils/parents;
- Never be under the influence of drugs or alcohol when assisting as a volunteer.

Use of mobile phones

- Use of personal IT equipment such as phones, tablets, cameras is prohibited under all circumstances unless requested for school staff as part of a school activity using school equipment.
- All mobile phones must be away at all times; if you require to use your phone, then you must leave the school premises or seek advice from one of the Designated Safeguarding Leads.
- If on a trip, mobile phones must only be used in an emergency and away from children. **Photos or videos must never be taken on personal mobile devices**.
- The school's IT equipment may only be used in accordance with the school policy and will only be used for school purposes;
- The school IT equipment may only be used by volunteers with the prior approval of the Headteacher or Designated Safeguarding Leads.

Gifts and Rewards:

- Personal gifts must not be given to pupils. Neither should you give any rewards which are not covered by the school policy. Nor should you accept gifts from pupils (except small tokens at Christmas, or as a thank you) without first seeking permission in writing from the Headteacher.

Trips and Transporting Pupils:

- Volunteers will never be asked to transport pupils to another location in their own vehicles (unless a private arrangement has been mad between relevant parties);
- If a volunteer accompanies a school trip, they will never be left alone in a vehicle with pupils;
- Volunteers who are accompanying school trips must be approved by the school and will be subject to the normal checks and arrangements as outlined in the school's educational visits policy.
- Volunteers will not take part in any overnight stays without a DBS and only then if approved by the Headteacher;
- Volunteers should take particular care when supervising pupils on trips and outings where the setting may be less formal than the school environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times.
- Volunteers must not take any photos or videos with personal IT equipment including mobile phones, tablets or cameras at any time;

VOLUNTEER CODE OF CONDUCT

- If a volunteer needs to use their phone during a school trip, they will move away from the pupils to do this;
- Volunteers will not be solely in charge for overseeing toilet trips during a school visit.

Safety Procedures:

- Volunteers should familiarise themselves with the fire safety procedures and should ensure they are aware of the suggested evacuation route out of the building (the map can be found on the back of all classroom doors). In the event of the alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover any belongings or search for pupils. The main fire assembly point is the school field and visitors should make their way to assemble by the office staff who will tick them off the register.
- Please ensure you sign in and out of the building using the signing in system Inventry' by the main office and wear a badge to ID that you have been allowed in the school building.
- Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times;

Medical issues:

- The class teacher you are supporting should inform you of any pupils who have severe medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.
- If a pupil requires medical attention, inform a member of staff immediately. They will get a qualified first aider to attend the pupil. Volunteers should not administer first aid except in an emergency.
- If as a volunteer, you have specific medical requirements, please ensure the office staff have been informed.

If you are unable to attend:

If you are due to help in the school, but are unable to do so because of illness or personal circumstance, please inform the school by ringing 01638 720296 as soon as possible. Please leave a message if no one is available.

Confidentiality:

- All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in our school e.g. on social media or email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak to the class teacher or a member of the SLT if they require further information.

Breaches to this code:

- If the Headteacher (or other designated person) believes that any of the above guidance and expectations has been breached, then it is at their discretion to decide either to give a warning to the volunteer concerned or to instruct the individual to cease attending the school as a volunteer.
- We want all the people who work within the school to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our school site. If the Headteacher is concerned that events in your private life may affect the reputation of the school and/or impact on the effectiveness and safety of those who work and attend our school, they will instruct you to cease your support as a volunteer.

VOLUNTEER CODE OF CONDUCT

Policies

Upon agreeing and signing the 'Code of Conduct' you will be given a safeguarding leaflet and any other relevant policies as determined by the school for you to read.

Links with other policies

This procedures document should also be considered within the context of other policies and documents relating to our work with children and young people which can be found on our school website;

Key documents are:

- Positive Behaviour and Attendance policies
- Anti-Bullying policies
- Whistle Blowing policy
- Managing Allegations against Staff
- Safeguarding and Child Protection Policy
- AUP
- Use of Mobile Phones and Cameras
- Special Educational Needs and Disabilities Policy
- Looked after children Policy

Miss. Rankin
Headteacher
September 2025

Volunteers Code of Conduct Agreement

Name of Volunteer _____

I have read and understood the contents of the Volunteers Code of Conduct. I agree to abide by the procedures and expectations that are set out in this code.

I have read and understood the Safeguarding leaflet.

Signed_____ Date_____