



Code of conduct for volunteers

Thank you for volunteering to assist at our school. We really value the contribution you can make to our pupils' learning and we are aware that many educational activities / visits could not take place without the goodwill of volunteer helpers. We know your time is valuable and appreciate the help that all our volunteers give in supporting the work of the school. Please read the following information to ensure you feel comfortable and supported whilst working with us.

In volunteering to support children's learning in school you are agreeing to uphold our school ethos, vision and values. All adults working or volunteering in school are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all pupils. This 'Code of Conduct' clarifies what is expected of our volunteers and is designed to provide some basic information to help you as a volunteer. If anything is unclear or you have any further questions, please ask the class teacher or the school office.

All volunteers must be Disclosure and Barring Service (DBS) checked; please talk to a member of our office team if you have any queries about this.

- Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities.
- Do not share personal information about your views, beliefs or lifestyle.
- Occasionally, a child or young person may develop an infatuation with an adult who works with them. An adult who becomes aware that a pupil is developing an infatuation should discuss this at the earliest opportunity with the Headteachers so appropriate action can be taken to deal with the situation sensitively and appropriately to maintain the dignity and safety of all concerned.
- Volunteers should use the staff toilet, never the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male volunteers should use a cubicle in public toilets.
- Behaviour management of the children is the responsibility of members of school staff (Headteachers, teachers, and teaching assistants) and should not involve volunteer helpers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.

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 and role you will undertake. Always 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 grounds as it is strictly prohibited to do so.

- 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 classroom rules.
- Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip' / sharing of information about staff, parents or pupils.
- Never be under the influence of drugs or alcohol when assisting as a volunteer.
- Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

Use of mobile phones, cameras and computers

- Use of personal IT devices and mobile phones is prohibited, except under exceptional circumstances where the prior agreement of the Headteacher has been obtained.
- If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office.
- Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.
- The school's ICT equipment and mobile phones may only be used in accordance with the school's ICT and Internet Acceptable Use Policy and Mobile Phone Policy and should normally be used for school purposes only.
- The school's photographic and video equipment may only be used by volunteers with the prior approval of the Headteachers.

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.
- We agree not to ask you to deal with difficult or challenging behaviour or to carry out a task that you feel unprepared to complete.

As a volunteer helper I agree to:

- read Part 1 of the Keeping Children Safe in Education document
- follow all school rules and policies, including those set out in this code of conduct and volunteer policy.

(Copies of the school policies are available online or from the school office)

- complete appropriate DBS/safeguarding checks as required by the school
- inform the Designated Safeguarding Team if I have any concerns about the welfare of a child or if a child discloses something of a concern to me
- inform a member of staff if I observe anything that worries me in school

- inform a member of staff if I see any inappropriate behaviour
- treat any information I am party to with total confidentiality
- be discreet and refrain from discussing any issues I may observe or become aware of outside of school
- inform the school if I am unable to come in for any reason
- respect and listen to the guidance of the teacher at all times

Please return this reply slip to the School Office

By signing this reply slip you are confirming that you have received a copy of the Volunteer Code of Conduct, and will abide by the contents. If you have any questions, please speak with a member of the office team.

_____ Signed

_____ Date