

Volunteer Code of Conduct

Longleaze Primary School highly values parents and others who volunteer to help out with school activities. We encourage your support, contributions and assistance. Many school activities would be at risk if it wasn't for your help and many of our children benefit greatly from it. Whilst you are engaged in voluntary activities for the school we have a duty of care to ensure your safety and well-being and that of our children. This means ensuring that their welfare is promoted, they are cared for appropriately and they are safeguarded from harm.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children **MUST** be subject to the school's risk management process to determine if you are required to undertake a 'DBS' check. (Disclosure Barring Service check). We can assure you that any DBS checks are confidential and are undertaken to ensure the safety of our children. DBS is required if you are to have regular contact with school children.

When in school volunteering or on an off-site visit, you will be provided with the necessary information to help you support each planned event or activity. This information may, at times, be of a confidential nature such as a risk assessment, and you must ensure that you treat this information confidentially.

It is essential that we acknowledge that volunteers behave appropriately whilst working with our children. Below is a list of guidance to ensure that volunteers are aware of an (the) acceptable code of conduct.

- Always follow the directions and instructions of the event organiser/lead teacher
- Sign in at the school office and collect a volunteer badge for recognition
- Adhere to the school's Child Protection Policy, Behaviour Policy, Photographic Consent Policy, Confidentiality Policy, Social Media Policy and Health and Safety policy
- Behave in a mature, safe, respectful, fair and considerate manner to all children, including your own
- Behave in such a way that no reasonable observer should need to question your conduct
- Report any significant concerns about a child's behaviour to the event organiser/lead teacher, rather than dealing with it yourself
- Treat all children equally
- Treat members of staff considerately and politely, respecting the decisions they make, even if you do not agree with them
- Provide a good example and a positive role model to children
- Do not shout at, embarrass or humiliate children
- Do not be sarcastic, or make jokes of a personal nature
- Do not hit, push or restrain a child
- Do not touch children in an intimidating manner
- To safeguard yourself, do not take children to the toilets, unless a member of school staff is present

- Do not leave a dependent child in a position to compromise their safety (e.g. if a parent has not collected them).
- Do not volunteer to help if under the influence of medication, which may cause drowsiness
- Do not volunteer if under the influence of alcohol or drugs
- Always alert the School Office to any medical issues which could affect how you volunteer in school (this will always be treated in the utmost confidence)
- Do not breach confidentiality by discussing school activities you have volunteered in by talking to anyone (including using social media). Any comments made may be misrepresented and lead to misunderstandings
- Do not use a mobile phone on school premises or during off-site trips and visits, when children are present

Report to the Head Teacher

- Any accidents
- Any issues/concerns with a child’s behaviour
- Any difficulties you experience
- Unacceptable behaviour of another adult

I,, have read the school’s guidance on Information For Volunteers and will abide by this Code of Conduct.

I understand that, if I behave in an unacceptable or unsafe way, I may be unable to continue as a Volunteer at Longleaze Primary School.

Signed.....

Date:

Thank you for your support with our arrangements for the safety and care of our children