



# The Abbey CE VA Primary School

## Volunteer Code of conduct

**Implementation date: June 2018**

**Review date: June 2021**

At Abbey School we value the contribution and difference volunteers make to the school; thank you for your interest in this role. Our safeguarding policy and school ethos provide a framework for a safe environment for the children to thrive, feel safe and learn to their full potential. In support of this, the school ensures that volunteers are appropriately vetted and provided with training, guidance, support and supervision.

As a school we are committed to safeguarding and promoting the welfare of the children in our care; we expect all staff and volunteers to share this commitment.

Volunteers include:

- Members of the Governing Body
- Parents/ Carers / Grandparents of pupils
- Students on work experience
- University students
- Local residents

Activities volunteers are involved in include:

- Working with small groups of children
- Working with individual children e.g. reading
- Undertaking various activities with children
- Assisting on school trips and external visits
- Assisting with the swimming lesson trip
- Assisting with extra-curricular clubs e.g. orchestra, Spanish club, chess club

## **Becoming a Volunteer**

If you wish to help in school, you may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check) and complete a childcare disqualification declaration form. Please speak to the School Office who will make the necessary arrangements for this paperwork to be completed. You will need to inform the Headteacher if, at any time, you become subject to any criminal investigation, caution or conviction; this will protect you as well as the children you are working with. Two references may also be required for regular volunteers.

You will also need to read these guidelines, those also referred to below and to sign the Volunteer Agreement in Appendix 1.

You may also be invited to attend Safeguarding training offered by the school, free of charge but within your own time.

## **Code of Conduct**

### **Sign In**

When arriving at school please report to the School Office, sign in and wear a 'Volunteer' badge. It is important to know who is on the school premises at all times and to be known to others on site by your identifying badge. Please sign out when you leave the school building and return your badge.

### **Confidentiality**

All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Any concerns you have about a child or another adult in school must be directed to the class teacher or the Headteacher and NOT with any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff.

### **Supervision**

All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the Class Teacher retains the responsibility for the children, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the Teacher they are working with and you are encouraged to seek further guidance in the event of a query or problem regarding the children. You may not visit another class unless requested to do so by the class teacher.

### **Health and Safety**

The school has a Health and Safety Policy. You will be made aware of the school evacuation procedure (eg for fire alarm evacuation) and about any safety aspects associated with certain tasks (such as using DT equipment or the kitchen). Please report any obvious hazards to the class teacher or Headteacher.

### **Child Protection**

If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the Class Teacher.

If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen, make no promises of confidentiality or ask any questions, then write down what the child said and hand this to one of the following without delay:

Designated Persons for Child Protection: Miss Fenn (Headteacher) and Mrs Clerc (Key Stage 2 Leader).

If the disclosure or allegation is made about a member of staff, please report this to the Headteacher. If the allegation is about the Headteacher please report to the Chair of Governors, Ms Debbie Gupta.

### **Appropriate Behaviour**

- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- You must maintain appropriate relationships with the children based upon mutual trust and respect.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school this also applies to your own child and those you may know.
- Treat all pupils equally, never build a 'special' relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils the same professional manner.
- If working on a one to one basis with a child stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all times when in school. Do not make calls, exchange texts, e-mails, phone numbers or personal details or access social networking sites whilst in school. Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher.
- Do not give or receive, other than token, gifts unless arranged through the school.



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## Volunteer Agreement (Appendix 1)

The staff of Abbey Primary School are very pleased to welcome and engage with voluntary helpers who are keen to work alongside them in school. We believe it is of great value to the children and to the whole school community. It is important that the relevant roles are fully understood from the outset in order to avoid any blurring of roles or ambiguity and for the relationship to be of greatest value to all.

We hope you will understand and appreciate why such a contract is necessary to protect everyone at school and can agree to the following statements. If you do need to discuss any point before signing the contract please speak to one of the Deputy Headteachers or to the Headteacher.

- I wish to help on a voluntary basis at Abbey Primary School.
- I have read and understand the *Guidelines and Code of Conduct* set out in the *Volunteer Policy* document.
- I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
- I am willing to be DBS checked and to complete a childcare disqualification declaration form and provide two references if required.
- I understand that anything I see or statements that I hear are of a confidential nature. If I have cause for concern arising from something I hear or from something I see I will speak to the member of staff with whom I am working or to a Deputy Head or the Headteacher as appropriate.
- I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.
- I will make myself familiar with the following policies found on the school website: *Safeguarding, Health and Safety, eSafety and Whistleblowing*.
- I understand that I may need to attend *Safeguarding* training every three years offered by the school, free of charge but within my own time

Signed.....

Full name (printed).....

Date.....

Thank you for agreeing to the above and we look forward to you working with us.