



Code of Conduct and Volunteer Policy



Designated Safeguarding Lead and
Designated Teacher for Children Looked After
Mrs Michelle Phizacklea
Head Teacher

Deputy Safeguarding Lead:
Mr David Homes
Deputy Head Teacher

Designated Governor responsible for Safeguarding:
Mr Mike Macaulay
Chair of Governors

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Signature Chair of Governors and Head Teacher	Date of Revision
1 July 2016	Original	Chair - Head Teacher -	July 2017

1. Statutory guidance

- 1.1. The school will have regard to the DfE's statutory guidance, 'Keeping children safe in education', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- 1.2. In circumstances where a school approaches a volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a children's barred list check and a Disclosure and Barring Service (DBS) check.
- 1.3. If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip or for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- 1.4. If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

2. Safeguarding children and child protection

- 2.1. Depending on the extent of the volunteering role, as stated above, volunteers may be asked to fill out a DBS and declaration form. This is standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared.
- 2.2. The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:
 - Teach
 - Train
 - Instruct
 - Care for or supervise children
 - Provide advice/guidance on wellbeing

- Drive a vehicle only for children
- Personal care for a child
- Child-minding

2.3. The minimum age at which someone can be asked to apply for a DBS check is 16-years-old. Volunteers will not be subject to a DBS check if they are not in regulated activity. Regulated activity is where a person provides unsupervised activity more than four times in a 30 day period.

3. Welfare and safety of volunteers and pupils

3.1. Vickerstown Primary School wants to make sure activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

3.2. All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process must be adhered to:

- Sign in and out of the building at the office/reception
- Visitor's badge worn at all times
- Contact person made aware of where the volunteer is working

4. School regulations

4.1. Volunteers need to be aware of all relevant aspects of the following procedures:

- Safeguarding and Child Protection Policy
- Disciplinary procedures
- Complaints procedures
- Equal Opportunities Policy
- Behaviour Policy
- Whistleblowing Policy

5. Health and safety

- 5.1. Volunteers are required to comply with the school's Health and Safety Policy.
- 5.2. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).
- 5.3. Any potential hazard which might put people at risk of injury or harm must be reported straight away to the class teacher and **Mr D Holmes**, Deputy Head.

6. Absence

- 6.1. Volunteers are required to inform the school before 8.00 a.m. if they are unable to attend at the expected time.
- 6.2. If a volunteer is called away in the event of an emergency while volunteering, they should inform the class teacher/office before leaving the premises.

7. Confidentiality

- 7.1. Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 1998. They are not permitted to discuss children's or staff members' issues with other professionals in the school.
- 7.2. Volunteers who break this confidentiality rule will be asked to leave.
- 7.3. There may be instances where volunteers must pass information to the headteacher or class teacher. These include incidents where the child is bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents/carers and instead to inform the class teacher as soon as possible.

8. Internet use

- 8.1. Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.
- 8.2. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at this school or any activities which may bring the school into disrepute and/or may cause the school to question an individual's suitability to work with children.
- 8.3. Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

9. Equal opportunities

- 9.1. At Vickerstown Primary School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

10. Code of conduct for volunteers

- 10.1. Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of the school (including school trips, residential visits and out of school activities).

10.2. Volunteers should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and pupils, and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies. For example the: Child Protection Policy, Health and Safety Policy, Anti-bullying Policy, Behaviour Policy, etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the head teacher and seek guidance through clarification where uncertain of tasks or requirements.

10.3. Volunteers should never:

- Tell a child off. Volunteers are not expected to discipline children. If there are any problems, the class teacher should be informed straight away and he/she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the head teacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with children when not in the proper physical or emotional state to do so. For example: under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.

- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the Head teacher, **Mrs Michelle Phizacklea**. For example, outgrown sports kit, football boots or uniform.

I, _____ have read Vickerstown Primary School's Code of Conduct and Volunteer Policy and agree to abide by the safe code of conduct.

Signed: _____

Date: _____

Appendix 1: Volunteer agreement form

Volunteer agreement form

Please complete the following agreement:

Your name:	
Name of staff member to whom you will report:	
Times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

I have read and understand the following documents: -

Behaviour Policy	
Anti-bullying Policy	
Child Protection Policy	
Health and Safety Policy	

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Signature:

Date:

Supervisor:

Headteacher:

Appendix 2: Application to volunteer

Application to join Vickerstown Primary School as a volunteer

Name:	
Date of birth:	
Address:	Postcode:
Telephone:	

Is your application connected to a college course/qualification:

Yes

No

If yes, please complete the following:

Name of college:	
Address:	Postcode:
Course details:	
Qualification:	
Length of course:	
Link tutor:	
Name:	Telephone:

Please complete the following, giving accurate details of when and how long you are available for.

I wish to work in school on the following days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work:

- A full day
- Mornings
- Afternoons

I am available to work:

From: _____

To: _____

My work would be supervised by: _____ (if linked to a college qualification)

My work would be supervised:

- Weekly
- Termly
- Half termly
- Other (please specify)

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies.

Signed: _____

Date: _____

