



## **Volunteer Code of Conduct**

By signing this form, volunteers agree to the following:

### **1. School rules and policies**

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection and safeguarding
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

### **2. Professional conduct**

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, usually the teacher for the class the placement is based in.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour Policy, or are struggling to manage the behaviour of children with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand children or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for children by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, children.

2.5. Volunteers must not transport children in their own cars unless specific arrangements have been made with the school, and the child's parents have consented.

2.6. 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.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible.



# The Cambridge Primary School

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### 3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's Child Protection and Safeguarding guidance.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Sue Tancock and the DDSLs are Sarah Kennedy, Fenella Holmes, Ollie Tomlinson and Vaiva Krivickiene.

3.3. Volunteers should refrain from physical contact with children, and should use their judgement to determine when physical contact is appropriate.

3.4. Volunteers must alert the DSL if a child develops an infatuation with them, and must not form personal relationships with children, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with children outside of school, including on social media

3.4.3. Arranging to meet children outside of school

3.5. Volunteers should not take photos of children unless instructed to do so by their supervisor and this will be on school devices only.

### 4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge on the appropriately coloured lanyard at all times.

### 5. Confidentiality

5.1. Information about children, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers must not discuss children with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher, assistant head teachers or the headteacher.

- GDPR: If you believe there was a data breach, please inform Business Manager immediately.
- Please see our Privacy Notice for volunteers on the school website under School Information section

**Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.**

Please sign and date below:

Volunteer name:.....

Volunteer signature:.....

Date:.....

