

Code of Conduct for Volunteers and Visitors #2

The *Code of Conduct for Visitors* was reviewed during the Autumn Term 2016.
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	16.01.17
REVIEW DATE:	January 2019
AUTHOR:	Mrs Kay Bridson
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<i>Child Protection Policy Equal Opportunities Policy Health and Safety Policy Safeguarding Policy Tackling Extremism & Radicalisation Policy Whistle Blowing Policy Keeping Children Safe in Education – Part 1</i>

Learning for life in a positive and caring Christian community

Code of Conduct for Volunteers and Visitors #2

The Code of Conduct for Visitors was reviewed in **2016/2017**. This document is the result of that review. It should be read in conjunction with the Child Protection Policy, Health and Safety Policy, Safeguarding Policy, Tackling Extremism & Radicalisation Policy and Whistle Blowing Policy

This policy will be reviewed in **2018/2019**.

This was agreed by the governing body on 16.01.17

Volunteers are required to read and follow the school's *Child Protection Policy, Fire Safety Guidelines, Health and Safety Policy, Safeguarding Policy and Keeping Children Safe in Education – Part 1* and to sign a declaration to confirm that these documents have been understood.

Introduction

At Stratford-sub-Castle Primary School we recognise and value the efforts made by parents, grandparents and other volunteers to the life of the school. **Thank you!**

This Code of Conduct aims to help you to make your time in school as productive, enjoyable and safe as possible. We appreciate your assistance in engaging with this Code of Conduct and thank you for your cooperation in implementing both the spirit and the letter of the code!

We have a duty to ensure the welfare and safety of all our pupils and to ensure that all the adults working in the school whether paid or unpaid are able to promote and understand safeguarding.

General Obligations

You must act with utmost good faith with regard to the business of Stratford-sub-Castle Primary School, and must do all in your power to promote the school's interests and not do anything which may adversely affect the school's reputation.

Safeguarding and Child Protection

The school has a legal duty of care for the health, safety, security and well-being of all pupils, staff and visitors. Visitors are expected to contribute to the team effort of keeping everyone safe and secure.

Volunteers are required to read and follow the school's *Safeguarding Policy, Child Protection Policy and Keeping Children Safe in Education – Part 1* and to sign a declaration to confirm that. Volunteers are expected to register any safeguarding concerns including child protection concerns with the Designated Safeguarding lead Mrs Kay Bridson.

Statutory, National and Local Obligations

All visitors are asked to:

- sign in / sign out and wear a visitors' badge
- adhere to the *Visitors Policy*

All regular volunteers are:

- required to complete a DBS check. (The minimum age at which someone can be asked to apply for a DBS check is sixteen years old).
- required to read key policies and documents and to sign to say they have been read and understood
- follow school policies and procedures

Confidentiality and Information Disclosure

You must conform to the requirements of the **Data Protection Act 2002** and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to school business and pupil data.

You must not disclose personal or financial information about any member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.

You must not use information obtained in the course of your duties to the detriment of the school or for personal gain or benefit, nor should you impart this information to others who might use it in such a way. Confidential information belonging to Stratford-sub-Castle Church of England Primary School must not be disclosed to any person not authorised to receive it.

Any concerns about pupils MUST be raised with a member of staff and not with a parent or carer.

Use of School Time and Facilities

The school's property and facilities (e.g. stationery, computers, display screen printing, photocopiers, car park) may only be used for official school business unless permission for their private use has been granted.

You may use the school telephone to make private calls. You must pay for all calls and record details of the time, duration, destination and cost of all calls immediately after they are made. Mobile phones must not be used on school property. (In case of an emergency please talk to the head teacher)

Publication of Books/Articles

If you want to publish books, articles, letters, dissertations etc which you have written in connection with your duties and in which you describe yourself as holding an appointment with the school, you must first consult the Headteacher.

Equal Opportunities

In accordance with the school's **Equal Opportunities Policy** you must ensure that you do not work in a discriminatory way. You must also ensure that all members of the school community are treated with respect and fairness.

Financial Inducements, Gifts, Hospitality and Sponsorship

You must not seek or receive preferential rates by virtue of your dealings on behalf of the school. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent the school as part of your official duties. These must be authorised in advance by the Headteacher.

If you receive a gift or card from a pupil please be open and let a member of staff know that this has happened. Ensure any thank you cards you write are seen by a member of staff before you give them to a pupil.

Dress Codes

You should be dressed at all times in clothes which are clean and practical. Please ensure that

- no midriff is visible
- underwear and bra straps can't be overtly seen
- footwear is safe and suitable for a primary school environment
- caps and hats are removed indoors

Eating

Please do not chew gum or eat sweets whilst you are working in school.

Further Information

This **Code of Conduct** cannot cover every eventuality. Its purpose is to alert you to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

If you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact the Headteacher for advice before you take any action.

Please sign the attached form and return it to the school office, where it will be photocopied and returned to you. A copy will be kept in our Safeguarding File.

Thank you

Code of Conduct for Volunteers and Visitors



I agree to...

1. Speak to and treat all members of the school community with courtesy and respect.
2. Take care that my language and conduct does not give rise to comment or speculation. (Attitudes, demeanour and language all require care and thought when dealing with children.)
3. Always act in the child's best interests.
4. Model positive relationships with other adults.
5. Model the school rules e.g. walk in the Walk Zone!
6. Avoid any conduct which would lead any responsible person to question my motive or intentions.
7. Ask for advice if I need it.
8. Maintain appropriate professional boundaries.
9. Wear clothes which are not likely to be viewed as offensive, revealing or sexually provocative.
10. Maintain my own privacy and refrain from asking children to undertake personal errands. I will not give children my private contact details, including mobile phone number and e-mail address. I will not contact children via text, e-mail or web-based communication channels (i.e. Facebook and Twitter) I will not have secret social contact with young people or their parents.
11. Avoid using my mobile phone whilst on school premises. (Please consult the Headteacher in an emergency)
12. Only give prizes, gifts, cards or treats in consultation with the Headteacher.
13. Not indulge in horseplay. (i.e. tickling / chasing etc)
14. Regard all friendships between children as "platonic" and not to sexualise or impose adult perceptions onto boy / girl friendships.
15. Report any incidents or indications that suggest a child may have developed an infatuation with an adult in the workplace.
16. Report any incidents which may place a child at risk or which may compromise the school or my own professional standing.
17. Ensure the safe use and disposal of information and data. (think about where you leave paperwork and shred/delete as appropriate)

I confirm that I have read and understood the **Code of Conduct** for Stratford-sub-Castle Church of England Primary School and agree to abide by its contents.

Signed

Date

Capacity involved with the school:.....