



**Roundwood Primary School  
Volunteer Code of Conduct**

## **Code of conduct for volunteers**

Thank you for offering to support learning in Roundwood Primary. We hugely value and appreciate the support which our volunteers give the children and staff.

Adults working or volunteering in school are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all pupils. This 'Code of Conduct' clarifies what is expected of volunteers. This document is designed to provide some basic information to help you as a volunteer. If anything is unclear or you have any further questions, please ask the class teacher or the school office.

### **General Principles**

We are grateful to the large number of adults who support learning throughout the year. Swimming, school visits and other practical activities are often only possible because of parents and others who generously volunteer their time. Occasionally a family situation, or the response of a child to their parent being in school, may mean that previously agreed volunteering is no longer possible. Whilst we acknowledge that this may be disappointing, we hope you understand that the needs of our children always come first.

All volunteers in school that will not be under direct supervision of a staff member at all times must be Disclosure and Barring Service (DBS) checked. We may also carry out further safeguarding checks depending on the volunteering role; please talk to a member of our office team if you have any queries about this. Volunteers must sign agreement of this Code of Conduct. The safeguarding of our children takes the highest priority and these documents ensure that we are legally compliant, and that all adults understand the expectations of adults working in the school.

All visitors to school must report to the office on arrival for security and fire reasons. Visitors will be given a badge to wear whilst in school so they can be identified; this includes all volunteers and contractors. All visitors must sign in and out of school using the Ipad in the school lobby.

### **In Case of Fire or Lockdown**

Please make sure that you are familiar with the directions to the nearest emergency exit. They are displayed in every room. If the fire alarm should sound, please leave the building by this exit with any children who may be working with you.

Once you are at the designated assembly point, please reunite the children with their class and wait there. Please ask your class teacher to explain our Lockdown signal and procedure.

### **Confidentiality**

A volunteer helping in school, whether in the classroom, for swimming or on a school visit, is in the privileged position of seeing other people's children during their school day. Observations or thoughts from your time in school must not be discussed with other parents, either in person or online.

Sharing of information about children or activities in school, if reported by another parent, will be followed up and may lead to someone not being permitted to volunteer in school in the future. This is for the protection of all children and volunteers.

Please speak to the class teacher if you have any questions from your time in school. If you are approached by another parent outside of school with a query about an individual child, please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to either the class teacher, the Headteacher or an Assistant Headteacher.

### **Mobile phones**

Mobile phones must be switched onto silent or turned off and kept out of sight while you are in school / working with children. During the school day, phones can only be used on site by volunteers for specific reasons by agreement with the Headteacher.

### **Social media and taking photographs**

As a volunteer or group leader on a school visit or supporting any activity in school, you must adhere to the same rules as members of staff. This means volunteers must not take photos of children on

their own devices, and no information about the activity or visit should be messaged, even to friends, or posted on social media from a personal account either during the day or after the day.

### **Safeguarding**

Safeguarding is the responsibility of all adults within a school; it is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means protecting children from abuse and maltreatment, preventing harm to children's health or development, and ensuring children grow up with the provision of safe and effective care.

If you have any concerns about a particular child – it might be something they have said to you or something you have noticed about them – please inform the class teacher immediately. Alternatively, please speak to the Headteacher (Designated Safeguarding Lead) or one of the Deputy Designated Safeguarding Leads (Mrs Brennan/Miss Smith/Mrs Kraushaar).

Please make sure that if you are out of the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE.

### **Health and Safety**

It is important to be cautious in school. Please make the class teacher or School Office aware if you see anything that:

- looks like it might be a hazard
- makes you feel uneasy
- is not part of your normal expectations for the school

If unsure about any aspect of health and safety, please ask at the School Office.

### **Professional conduct**

You must accept and follow instructions provided by school staff and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or via the School Office.

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

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

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

The Headteacher has discretion as to who the school can request to volunteer in school and their decision is final. If the Headteacher has any reason to believe that guidance and expectations have been breached, it may be necessary to withdraw the invitation to volunteer.

In order to protect all children within the school, all volunteers are required to confirm that they have read and will agree to follow this Code of Conduct.