

# Priestley Primary School

## Volunteer Code of Conduct



Thank you for offering to support learning in school. We value and appreciate the support which our voluntary helpers 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.

Swimming, school visits, and other activities are often only possible because of the parents who generously volunteer their time.

All volunteers must be Disclosure and Barring Service (DBS) checked. Please talk to a member of our office team if you have any queries about this.

Volunteers must also complete a Childcare Disqualification Declaration and sign in 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.

Volunteers' dress should be appropriate to the role in school, also bearing in mind their influence as role models on the children. In warmer months, everyone is asked to ensure that their clothing is not too revealing.

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 badge also includes safeguarding information.

All visitors must sign in and out of school. In Case of Fire 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.

### Confidentiality

A parent helping in school, whether in the classroom, 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 parents.

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. Do not discuss the child with them.

If you are concerned or unsure about anything you see or hear please speak to either the class teacher, the Headteacher or the Deputy Headteacher.

### Mobile Phones and Smart Devices

Mobile phones, smart devices, apple watches, must be switched off/on silent and kept out of sight while you are in school/working with children. During the school day, phones can only be used on site in the staff room or in the car park.

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### Social media and taking photographs

As a volunteer in school or on a school visit or supporting any activity in school, parents 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 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. Safeguarding information is detailed on your visitor badge and also displayed on posters located around the school.

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 or Games.

### 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.

In order to protect all children within the school, all volunteers are required to sign this Code of Conduct.

If the Headteacher has any reason to believe that guidance and expectations have been breached, it may be necessary to withdraw the invitation to support learning in school or on a school visit.

### Volunteer Code of Conduct

I have read and understood the 'Volunteer Code of Conduct' and I agree to comply with it.

Name: .....

Signed: .....

Date: .....

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