



# Volunteer Code of Conduct

Updated July 2024 – to be reviewed annually

***Please note this Code of Conduct must be signed before commencing any volunteer work at Cantrell Primary & Nursery School.***

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any volunteering activity at Cantrell Primary and Nursery School. We view this as a partnership in achieving the best outcomes for all our children.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, and Data Protection Policy
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.
- Ensure they sign in and out of school at the school office using the touch screen.
- Wear their visitor badge label so that it is clearly displayed.
- Tea and coffee making facilities are available to use in the staff room outside of playtimes and lunchtimes.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.

- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Discuss their own child with any member of Cantrell staff (If the volunteer is a Parent of a child at Cantrell). The appropriate time to do this is to make an appointment via the office or at scheduled Parents' Evenings.
- Discuss internal school operations on any form of social media.
- Express any extremist or discriminatory views, or any views that would offend others.
- 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 headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.
- In the instance of school trips, where a volunteer has a child within that year group, they will be placed in another class.

Cantrell Primary and Nursery School reserve the right to terminate your volunteering position, with immediate effect, if any of the above terms are breached.

**I confirm that I have read the code of conduct and agree to abide by the rules outlined in this policy.**

**I confirm that I have received and read the following policies and documents: Child Protection and Safeguarding Policy, and Data Protection Policy.**

**I understand that following my DBS check, I must inform school immediately if there are any changes to this (i.e. criminal investigations).**

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_