

# Millfield Primary School



## Volunteers in School - Code of Conduct

In order for volunteers to be aware of the expectations upon them when working at Millfield Primary School the following code of conduct of volunteers (including volunteers rights) has been devised.

By signing this document volunteers agree to follow the code of conduct and adhere to the conditions set out with it.

While helping in school, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff.

Children are told to refer to volunteers as Mr, Ms or Mrs rather than by first names. To this end, volunteers will be issued with badges that identify them as volunteers at Millfield Primary School.

As a volunteer at Millfield Primary School I agree to:

- demonstrate my support for education and give my full attention to the task in hand
- treat what I see and hear in school as confidential
- arrive on time and be ready to start the agreed task. If I am delayed or unable to attend I will contact the school office as soon as possible to make them aware of the situation.
- leave all matters of discipline to the teacher with responsibility.
- accept direction and supervision from Millfield Primary School members of staff
- clearly communicate interests and expectations;
- present a positive role model
- adhere to the school's health and safety policy;
- adhere to the school's safeguarding children policies;
- dress in a manner that is appropriate for professional working in a primary school
- refrain from inappropriate language or topics of conversation;
- adhere to the school's no smoking policy
- switch off my mobile phones inside the school building or any venue for an educational visit. (Arrangements can be made to deal with any essential call.)

### Volunteers' Rights

Millfield Primary School recognises that volunteers at our school are a valuable resource and that they have rights whilst they are working at our school. Therefore the school will ensure that volunteers:

- are recognised for their valuable contributions to the educational experience of our children.
- are assigned worthwhile tasks;
- are able to access any school policies and procedures that are relevant to their roles;
- are provided with any training or supervision that is necessary for the success of their activities;
- have any complaint dealt with through the school's formal general complaints procedure.

Signed ..... (Volunteer)

Signed ..... (Member of Millfield Primary School Staff)

Date .....