



Code of Conduct for Volunteers Policy

Date adopted	April 2015	Owner	Governors
Last reviewed	November 2016	Review cycle	Three Years

Through our strong Christian values of love, friendship, co-operation, courage, honesty and respect, we aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. Our Code of Conduct for Volunteers policy is underpinned by these values.

Information and Code of Conduct for Volunteers

St. Martin's Schools highly values parents and others who volunteer to help out with school activities. We hope to encourage your support and assistance. Many school activities would be at risk if it were not for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Disclosure Barring Service Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and the Local Authority set out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that depending on the nature and regularity of your help, also the level of contact you have with children, we will need to ask for your permission for a DBS check.

This check is to ensure that you are not included on the Children's Barred List of those people who have been barred from working with children, you do not have relevant convictions, and the police do not have any other information about you which suggests that you may be unsuitable to work with children.

We appreciate that some volunteers find this intrusive; however, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the Executive Head Teacher and the Local Authority) and securely stored. If you do have convictions this does not necessarily mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

If you have any concerns or would like further information about checks, please discuss these with our Business Manager.

Welfare and Safety of Volunteers and Children

We undertake to ensure that activities which you are involved with are safe, also that you are informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. enrichment, day trips, residential visits, in and out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

You should always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Child Protection and Safeguarding, E-safety, Behaviour and Anti-bullying, Equality and Health and Safety policies are all available from the office or on our website.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils.
- Observe other people's right to confidentiality (unless you need to report something to the Executive Head Teacher or one of our Designated Safeguarding Leads) e.g. concerns about a child protection issue.
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one-to-one working is part of a plan agreed with the teacher (e.g. for tuition, mentoring or another purpose).
- Keep classroom doors open.
- Use the staff toilets.

Report to the class teacher and if the problem is not resolved, speak to an Assistant Head or the Executive Head Teacher (or in the case of an allegation concerning the Executive Head Teacher, the Chair of Governors), as soon as possible:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures.

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text, email or telephone, or make arrangements to contact, communicate or meet children outside of school.
- Develop personal or sexual relationships with children.
- Push, hit, kick, punch, slap, throw objects at or smack a child or threaten to do so.
- Make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature. (It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.)
- Be sarcastic, embarrass or humiliate children.
- Give or receive (other than 'token') gifts unless arranged with the Executive Head Teacher, for example, outgrown sports kit, football boots or uniform.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, fail to use seatbelts and drive in a safe manner at all times whilst transporting children.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example, under the influence of medication which induces drowsiness, with a medical condition which dictates that you should not be caring for children, under extreme stress which is likely to impair your judgement.



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Please complete and return to the school office:

I _____ have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

Signed: _____ Date: _____

Many thanks for your support of the school and its arrangements for the safety and care of children and adults in our school community.