

St Mary's CE Primary School
Code of Conduct for Volunteers

***Please keep your Code of Conduct for the duration of the
volunteering activity at St Mary's CE Primary School.***

1. Introduction

- The public is entitled to have trust and confidence in the integrity of St Mary's CE Primary School and its community, including its volunteers.
- Your conduct must therefore be of the highest standard. Confidence in the integrity of people working (paid or unpaid) within schools will be shaken by any suspicion that you could be influenced by improper motives, however ill founded.
- This Code of Conduct has therefore been prepared to achieve these aims:
 - To tell you about some of the statutory, national and local obligations which govern your conduct as a volunteer of St Mary's CE Primary School.
 - To help you on issues of conduct by providing a framework of guidelines. You must read and follow this Code. You will have to sign the attached form and return it to your Head Teacher to show that you have read it.
- If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this code you must consult your Head Teacher.

2. Children's Rights

- The aim of this code is also to ensure that children and young people have the right to:
 - respect;
 - information about themselves;
 - be protected from harm;
 - have a say in their life;
 - a good start in life; and
 - be and feel secure.

3. Scope

- This Code of Conduct applies to all volunteers working in St Mary's CE Primary School. A volunteer is defined as any person unaffiliated to the payroll of St Mary's CE Primary School who participates in teaching and learning activities within the school.

4. General Obligations

- You must sign in at Reception and collect a Visitors badge for recognition to school staff and pupils. You must sign-out at the end of your volunteering activity.
- You must behave in a manner that is in accordance with the values of the school and demonstrates good example to the children; you should behave in a mature, respectful, and considerate manner. You must treat all individuals in the school setting with fairness.
- The teacher involved will provide you with the information required for the volunteer activities; you must adhere to the teacher's instructions. 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: where appropriate you will be provided with risk assessments relevant to the events you will be involved in. We also of course, have a duty of care to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from harm.
- You must act with utmost good faith with regard to the business of St Mary's CE Primary School and must do all in your power to promote the school's interests and not do anything which may adversely affect the school or its reputation.

5. Statutory, National and Local Obligations

- If you have any concerns relating to a child's well-being, you must inform one of the Child Protection Officers at the earliest opportunity. These are Naomi Clarke, Russ Payne, Helen Fudge and Liz Tawn. Matters of child protection and safeguarding will be dealt with in accordance with the school's Child Protection Policy.

6. Confidentiality and Information Disclosure

- You must conform with the requirements of the Data Protection Act 2002 and GDPR and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to school business and pupil data.
- You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation including social media forums, or agency without the express consent of the individual concerned or that of your Head Teacher.
- You must not use information obtained in the course of your duties to the detriment of the school or for personal gain or benefit; nor should you impart this information to others who might use it in such a way.
- If you are approached with issues relating to St Mary's during your own time, please ensure that you direct any such issues to the Head Teacher.
- Confidential information belonging to the school must not be disclosed to any person not authorised to receive it; this includes any information disclosed by pupils about themselves and their families.

- Comments must not be made on social media relating to events or information gathered during volunteering at school.
- Volunteers must not contact parents of children and disclose information about events during the day, perceptions on ability or any other concerns. All concerns must be passed to the class teacher who will contact the child's parent if they feel it necessary.

7. Use of School Time and Facilities

- The school's property and facilities (e.g. stationery, display screen equipment, photocopiers, car park) may only be used for official school business unless permission for their private use has been granted.
- You must account for all money and property for which you are given responsibility in the course of your work.

8. Mobile Phone Usage

- Mobile phones and personally-owned communication devices will not be used in any way during lessons or formal school time. Therefore, devices should be switched off or silent at all times. It is at the discretion of the Head Teacher to make exceptions to this rule.
- No images or videos should be taken on mobile phones or personally-owned cameras or mobile devices.

9. Voicing Complaints and Concerns

- Should you wish to make a complaint about your volunteering placement you should use the school Complaints Policy, and the Head Teacher will investigate the complaint and respond accordingly.
- There may be times when those working with young children will want to report concerns about practices and procedures for the safeguarding of children and young people. These concerns should be reported to the Head Teacher, or Chair of Governors.
- If, for whatever reason, you do not feel able to raise your concern through the school management, or if you have done so and no appropriate action has been taken, we encourage you to blow the whistle. Whistleblowing usually involves bringing forward concerns that it is in the public interest to investigate and resolve. Examples are crime, fraud, the giving or taking of bribes, financial malpractice or practices that might endanger individuals or the environment.
- Wiltshire Council has a publicly available Whistle Blowing Policy, and Public Concern at Work offers a free, confidential advice line which can give you access to advice on how to raise a concern safely and effectively. The advice line can be contacted by emailing helpline@pcaw.co.uk.

10. General

- In accordance with the school's Equal Opportunities Policy you must ensure that you do not discriminate. You must also ensure that in your

dealings with the local community, all members of the public are treated with respect and fairness.

- Serious misconduct and/or criminal offences committed during or outside of volunteering hours which bring the school into disrepute may lead to cessation of volunteering.

11. Further Information

- This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.
- If you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact your Head Teacher for advice before you taken any action.
- Please sign that you have read and understand this policy and forward the signature page to the Head Teacher.

Code of Conduct for Volunteers

A volunteer is defined as any person unaffiliated to St Mary's CE Primary School by payroll, who participates in teaching and learning activities within the school.

Volunteers cannot start their activity in school until all sections on this form are complete and returned to the Head Teacher.

Volunteer Name :	Date:
Teaching Staff Signature Required:	
Volunteer Role:	
I confirm that I have clearly explained the role of the volunteer within the school setting, and shared activity Risk Assessments where appropriate.	
Teaching Staff Signature	Date:
School Business Manager Signature Required:	
I confirm that the Volunteer has a valid DBS Certificate from St Mary's CE Primary School	
DBS No.	Date:
Or the Volunteer does not have a DBS Certificate from St Mary's CE Primary but has presented additional (named and dated) identification and a Risk Assessment has been completed by St Mary's CE Primary School.	
Document:	
Risk Assessment:	
School Business Manager:	Date:
Volunteer Signature Required:	
I confirm that I have read and understood the Code of Conduct for St Mary's CE Primary School and agree to abide by its contents.	
Volunteer Signature:	Date: