

Consortium Trust Code of Conduct for Volunteers

Thank you for volunteering to assist at our school. We value the contribution you can make to our children's learning. We all work hard to create and maintain a supportive, caring and challenging school environment.

Below are the guidelines that we expect all our helper volunteers to follow. Please read these carefully and sign to say you understand and agree to abide by the guidelines. Finally, return the signed copy to school for our records and we will take a photocopy to give back to you. Volunteers who feel they cannot fully abide by the guidelines below should withdraw their offer of help.

1. All helpers should be supervised by a member of staff at all times when working with children unless you have a clear enhanced DBS check. Never work alone in a room with one child.
2. At all times you should maintain a 'professional' relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour. Even if you know some of the children very well it would be inappropriate to have physical contact, e.g. allowing children to sit on you, cuddling, etc. It is also inappropriate to share personal information and contact details with the children, such as email addresses and phone numbers.
3. If a child tells you something, or you see something, that concerns you this should be reported to the class teacher immediately. If you feel what has been disclosed and/or witnessed is putting a child's welfare at risk, then this should be reported to:
 - The school based Designated Safeguarding Lead (DSL), or Deputy DSL, or in their absence;
 - Andrew Aalders-Dunthorne, CEO/Principal (Trust DSL) – a.aalders-dunthorne@consortiumtrust.org

Remember that you must not try to investigate the matter any further yourself, for example by asking the child questions, and that you should never promise to keep any disclosure by a child a secret.

4. Please only use your mobile phone in emergencies whilst on the school premises. If you need to take or make a phone call, then please politely take the call in a room that is not being used by staff and children. Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.
5. The laptops and other computer devices across the school are not allowed to be used by helpers to access their email, social media (e.g. Twitter or Facebook) accounts, or search the web unless directed to do so by a teacher to support the children's learning.
6. Helpers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all helpers should leave via their nearest available fire exit and should not try to recover personal belongings or search for children. Our main fire assembly point is on the main playground. If you have any questions about the fire safety arrangements, then please speak to the Academy Head or Office Manager.
7. Please sign in the visitor's book on your arrival and sign out when you leave. This helps us maintain an accurate list of the people on the school premises in the event of a fire.
8. Please obtain a visitor's badge from the school office upon your arrival, regardless of how well known you are to the children. Please remember to return the visitor's badge before you leave.

9. If you are due to help in the school but are unable to do so due to illness or personal circumstances, please inform the school by calling the office as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our teachers adjust their lesson plans if they know your support is unavailable.
10. All information you may hear or see about a child is of a **confidential** nature. You should not discuss any child outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other children, speaking to family and friends and posting messages online about your experiences in our school, e.g. Facebook or via email. *If other parents approach you for information, always say you are not allowed to discuss school matters with them and ask them to speak with the class teacher or Academy Head if they require further information.*
11. The class teacher you are supporting should inform you of any children with severe medical needs, so that you are aware of any symptoms to look out for. All medical information about children is strictly confidential.
12. If a child requires medical attention, inform a member of staff immediately. They will get a qualified first aider to attend to the child. Never attempt to administer first aid yourself.
13. All helpers at our school should be positive role models to the children, so we expect you to:
 - Dress appropriately, so that you are smart in appearance. Please do not wear shorts, or tops that reveal a midriff or cleavage.
 - Talk politely and calmly to all children and treat them equally.
 - Never use swearing whilst on the school premises, even in the staffroom, as conversations can be heard through walls!
 - Never smoke in the school building or grounds as it is strictly prohibited to do so.
 - Always offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record.
 - Promote and follow the classroom rules.
 - Never discuss subjects that are inappropriate for primary aged children to participate in, or listen to.
14. Behaviour management of the children is the responsibility of members of school staff (academy Head, Teachers, Teaching Assistants and MSA's) and should not involve volunteer helpers. If you are working with children where behaviour falls short of school rules and expectations please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.
15. Parents of children may help in their own child's class, which is usually very beneficial. If, however, a conflict of interest arises, e.g. giving undue attention and support to your own child, or using the time to discuss your child's progress with the class teacher, then the class teacher and/or the Academy Head may ask the parent to reconsider their offer of help.

If the Academy Head believes that any of the above guidance and expectations has been breached, then it is at their discretion to decide either to give a formal warning to the helper concerned or to instruct them to cease the help they have offered.

We want all the people who work within our school to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our school site. If the Academy Head is concerned that events in your private life may affect the reputation of the school, and/or impact on the effectiveness and safety of those who work and attend our school, then they will instruct you to cease your support.

Upon agreeing and signing the 'Code of Conduct' declaration, you will receive the Health & Safety policy, Safeguarding policy and the ICT Acceptable Usage policy within 3 weeks, unless you are a work experience student whose duration of support will last less than 2 weeks. If you do not receive these policies, please see the Academy Head.

Volunteer helpers, except work experience students, who agree to this 'Code of Conduct' will be required to receive local Safeguarding training (45 minutes during school hours) from the Designated Safeguarding Lead person within 6 weeks of signing this agreement.

Two copies of the document are provided. Please sign and date both copies and return one to the school office.

Thank you for your support for our schools.

Office Manager

On behalf of the Academy Head

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School Volunteer/Helper Code of Conduct Agreement

Name: _____

Address: _____

Contact telephone numbers: _____

Any medical / personal information that is relevant to the offer of help:

Classes/Schools I would like to work in _____

I have read and understood the contents of the 'Code of Conduct for Volunteers'. I agree to abide by the procedures and expectations for volunteers/helpers that are set out in this guidance.

I agree:

- to maintain confidentiality at all times
- to abide by the guidelines for volunteers/helpers as stated by the school.

Signed: _____ Date: _____