



Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

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, Health & Safety policy, Data Protection policy, Behaviour and Anti-bullying policy
- ✓ Always maintain confidentiality of personal information, unless there is a need to report an issue to a member of staff
- ✓ Adhere to GDPR Regulations
- ✓ Treat all pupils and members of staff equally
- ✓ Report any incident of unacceptable 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
- ✓ Conduct work in a cooperative manner
- ✓ Turn off mobile phones while on school premises

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
- ✓ Develop 'personal' or sexual relationships with pupils
- ✓ Work with pupils when not in the proper physical or emotional state to do so, eg, under medication which causes drowsiness, or under extreme stress which may impair judgement
- ✓ Behave in an illegal, improper or unsafe manner, eg, smoking or drinking alcohol
- ✓ Share personal contact details with pupils or make personal arrangements to meet pupils outside of school
- ✓ 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
- ✓ Give or receive (other than token) gifts, unless arranged through the Headteacher, eg, giving football boots or uniform to a pupil