



Transform Trust Volunteer Code of Conduct May 2022

Code of Conduct for Volunteers and Parent Volunteers

We are grateful to you for supporting our children, staff and school.

As a volunteer you will work within policies and practices in respect of Child Protection, Equal Opportunities, Health and Safety and Equality. This code of conduct is designed to protect volunteers, children, the Trust and the school.

This code of conduct provides you with our expectations of your behaviour and conduct whilst volunteering in our schools. Failure to comply with this may result in us from preventing you from volunteering in any of our schools.

Child Protection and Safeguarding

Safeguarding the children in our schools is of paramount importance and we ask all staff, contractors, supply staff and volunteers to adhere to our policies and procedures.

Should you experience or witness any behaviour by any adult towards a child within school that causes you concern, no matter how small this should be reported to the Headteacher (or Deputy if the Headteacher is unavailable) immediately. You may be asked to provide the information in writing.

All adults volunteering in our school:

- **Are role models for children and as such aspire to model high standards of behaviour, in and outside school.**
- **Are expected to be committed to actively safeguarding the interests of children and promoting their wellbeing.**
- **Work proactively to uphold principles of equality and diversity.**
- **Demonstrate high levels of personal integrity, honesty and confidentiality in their professional relationships**

You have a responsibility to ensure that children are treated with respect and are protected from harm. This means:

- You must never take, or arrange to meet, children outside of the school premises.
- You must never make any unnecessary physical contact with the children.
- Social networking sites (such as Facebook) cannot be proved to be secure. It is unprofessional to state things about the school and could result in action or immediate removal from school.
- You must report any suspicions or concerns for a child's well-being to the school's named persons
- Information about children and their families is confidential and no information, observations or concerns should be shared outside of school.
- You should be familiar with the Safeguarding and Child Protection Policy.
- Photographs or video footage must not be taken without seeking permission from the Headteacher.
- The use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for child protection. You should read the Department for Education's (DfE) statutory document *Keeping children safe in education: Information for all school and college staff* (September 2021, or subsequent edition), which is available on the DfE's website and from the Headteacher/school office. The school will ensure that those coming into our school working directly with the pupils have undergone suitable safeguarding training and are aware of the child protection and safeguarding procedures in their school.

Allegations, Criminal Charges and Changes to Status

Volunteers facing allegations, criminal charges and changes to status must disclose this, without delay, to the Headteacher. You must do this in all circumstances, whether you personally feel the matter is relevant or not. If in doubt, you should seek advice from the Headteacher

Examples of changes could include revisions to registration status, receiving a conviction, warning, reprimand, caution or awaiting sentence or whilst any criminal allegations made against you are being investigated. In all cases these must be declared as soon as practically possible to allow the school/Trust to assess the potential risks to you continuing to volunteer in our schools

If you are volunteering in an area covered by the disqualification requirement under the Childcare Act 2018, you must ensure that you comply with the requirement to disclose offences relevant to yourself and keep this information up to date throughout the year.

Equality

All children must be treated appropriately with regard to gender, ethnic origin, religion or disability. You are expected to ensure the whole school approach to challenging discrimination and promoting equality. This means:

- You must be prepared to help any child.
- You must respect each child's background, culture and traditions.
- You need to ensure that discriminatory (including racist, sexist, homophobic) incidents are dealt with promptly, firmly and consistently; according to the agreed procedure (by reporting it to a member of staff).
- You should report any inappropriate stereotypes and discriminatory language to a member of staff.

Setting an Example

All adults who work in schools will set good examples of behaviour and conduct which can be copied by pupils. Therefore, you must demonstrate high standards of conduct in order to encourage our pupils to do the same, for example you must not use offensive language.

You must take reasonable measures to ensure you are not placed in situations or find yourself in situations which could risk a suggestion of unprofessional conduct. Transform Trust and its

schools will ensure policies, procedures and expectations are put in place to support you put these reasonable measures into place

Health and Safety

You have a duty to safeguard your own health and safety and that of the children with whom you work and anyone else with whom you may come into contact with during your work.

This means:

- You should collect any children you are working with from the classroom and return them after their session unless the school makes other arrangements. This is to ensure that their class teacher knows where they are at all times.
- You should make sure that you are familiar with the Health and Safety Policy and practices of the school. For example, where the first aid box is kept and who is in charge of first aid arrangements and what the emergency evacuation procedures are.
- You should also make sure that the place where you work and the equipment you use is safe for you and your children.
- If you, or a child in your care, have an accident while on school premises, you must ensure that a report is made to a member of staff.

Appearance and dress

Whilst it is acknowledged that appearance is a matter of personal taste, it is expected that you will present yourself in a professional manner which sets a good example to pupils and exhibits the importance of the job you undertake. However, clothes should be practical for the tasks required e.g. sportswear when teaching P.E.

You should be mindful of the health and safety implications, for example, when wearing jewellery, ensuring appropriate footwear, etc.

You should not dress in a manner which could cause offence or embarrassment to others.

No dress code can cover all contingencies, so you must exert a certain amount of judgement in your choice of clothing and if in doubt this should be discussed with the Headteacher.

Alcohol and illegal drugs

The taking of illegal drugs or alcohol during school hours is unacceptable and will not be tolerated. Parents and Volunteers are expected to attend school without being under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on visitor, parent and/or volunteer performance, the school/Trust has the right to discuss the matter and take appropriate action, including referral to the police.

You should always be positive and ensure that good behaviour and hard work are brought to the

teacher's attention so that they can be rewarded. If you feel that a child's behaviour is inappropriate, please inform the class teacher immediately. **Do not** take sanctions yourself. Unless requested, please do not go onto the playground at playtime/lunchtime. This code of conduct will help you make your time with our children as effective and pleasant as possible.

If you have any problems or worries these should be shared with the Headteacher.

Thank you for agreeing to help our children. We are sure you will enjoy the work and find it most rewarding.