Volunteer Code of Conduct

June 2024 – to be reviewed annually

Please note this Code of Conduct must be signed before commencing any volunteer work at Riccall Community Primary School.

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any volunteering activity at Riccall Community Primary School. We view this as a partnership in achieving the best outcomes for all our children.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Model the school values of Perseverance, Enthusiasm, Teamwork and Success
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Encourage and be supportive towards pupils
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, and Data Protection Policy
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Follow guidance on their work from the Volunteer co-ordinator (Mrs Northern)
- Report any incident of bad 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.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Only conduct activities directed by their supervisor within the classroom
- Not make phone calls or send messages during time working with children.
- Ensure they sign in and out of school at the school office using the touch screen.

- Wear their visitor badge label so that it is clearly displayed.
- Tea and coffee making facilities are available to use in the staff room outside of playtimes and lunchtimes.

Volunteers will not:

- Seek to find out any information about pupils that is of a confidential nature
- Show preference to any children or have 'favourites' who others may perceive receive preferential treatment from the volunteer
- Work with their own children unless they are specifically instructed to by the Volunteer Co-ordinator or teacher
- Work with children on their own in an enclosed environment. Volunteers must be alongside another member of staff or in a communal area.
- 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.
- Ridicule, shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Discuss their own child with any member of staff (If the volunteer is a Parent of a child at Riccall). The appropriate time to do this is to make an appointment via the office or at scheduled Parent-Teacher Interviews
- Complete any non-directed tasks by the supervisor within the classroom
- Discuss internal school operations on any form of social media, including within Whats App groups or Facebook
- 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 when representing the school.
- Give or receive gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or tablets or mobile phones etc

Teachers will:

- Treat volunteers with respect and in a polite and courteous manner.
- Not direct volunteers to do tasks that may put them in a precarious position.
- Not discuss any confidential or sensitive information in front of volunteers
- Not share any form of school data with volunteers.
- Provide volunteers with a specific log in to school computers.

Riccall Community Primary School reserve the right to terminate your volunteering position, with immediate effect, if any of the above terms are breached.

I confirm that I have read the code of conduct and agree to abide by the rules outlined in this policy.

I confirm that I have received and read the following policies and documents: Child Protection and Safeguarding Policy, and Data Protection Policy.

I understand that following my DBS check, I must inform school immediately if there are any changes to this (i.e. criminal investigations).

Print Name: _____

Signed: _____ Date: _____

Riccall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.