



Transform Trust Volunteer Code of Conduct November 2018

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.

Child Protection and Safeguarding

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 [Insert names]
- 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 Head teacher.
- **The use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times.**

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.

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

The expectations of the governing body and Transform Trust are that Volunteers and Parent Volunteers:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders (no revealing clothes).
- Jewellery should not be ostentatious.
- Have no visible tattoos.

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 Head teacher.

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