

- ◆ Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- ◆ Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook, Instagram.
- ◆ Discriminate favourably or unfavourably towards a child.
- ◆ Give or receive (other than 'token') gifts, unless arranged through the Headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

Please sign the enclosed slip acknowledging that you have read and understood this policy. If you have any queries, please refer to the School Office in the first instance or make an appointment with the Headteacher.

Gargrave CE Primary School



Volunteers code of conduct Policy

Why do we need a Policy?

Gargrave Primary School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it wasn't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school we care for you and ensure your safety. The Class Teacher will provide you with the information required for all school activities you are involved in. Please adhere to their instructions at all times.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. You must therefore hold a current DBS clearance with North Yorkshire appropriate to the work you will be doing in school.

We also, of course, have a duty of care to ensure that our pupils' welfare is promoted; that they are cared for appropriately and that they are safeguarded from harm.

GUIDANCE

We expect volunteers to:

- ◇ Respect the caring ethos of our school
- ◇ Understand that the whole school community needs to work together for the benefit of the children.
- ◇ Demonstrate that *all* members of the school community are treated with respect and therefore set a good example in your own speech and behaviour.
- ◇ Follow the directions and instructions of the Class Teacher/Group Leader and seek guidance through clarification where you may be uncertain of tasks or requirements.
- ◇ 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 be a positive role model for pupils.
- ◇ Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour, Confidentiality, E-safety, Staff Behaviour policies (code of conduct) etc. as well as Photographic consent.

- ◇ Maintain confidentiality of personal information at all times, unless there is a need to report something to a member of staff. All child protection concerns **MUST** be reported to S Peel or J Deville.
- ◇ Treat all children and members of staff equally.
- ◇ Report any incident of bad behaviour to the Class Teacher immediately.
- ◇ Dress and behave in a manner which promotes healthy and safe working practices.
- ◇ Observe safe working practices which avoid unnecessary risks and report to the supervising staff member any potential hazard in the workplace.
- ◇ Avoid waste or extravagance and make proper use of the resources of the school.
- ◇ Sign in at the school office and collect and wear a volunteer badge at all times for recognition
- ◇ Conduct your work in a co-operative manner.
- ◇ Turn your mobile phone off while you are on school premises.

You should never:

- ◆ Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the Class Teacher straight away and he or she will deal with the situation.
- ◆ Embarrass or humiliate children.
- ◆ Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- ◆ Shout, hit, threaten or manhandle a child.
- ◆ Take photographs in school without the prior permission of the Headteacher.
- ◆ Develop 'personal' or sexual relationships with pupils.
- ◆ Work with children when *you* are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.