



**Stamford Green Primary School and Nursery**

# **Volunteer Code of Conduct**

Agreed at (please indicate with a \* ):

- Full Governing Body Meeting \_\_\_\_\_\*
- Children and Learning Committee Meeting \_\_\_\_\_
- Resources Committee Meeting \_\_\_\_\_

Date: 1.12.23

# Volunteer Code of Conduct

## 1. Introduction

- a) At Stamford Green Primary School and Nursery, we believe that volunteers provide a valuable contribution to the school's work in ensuring that every child achieves their potential. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as our School Success Plan.
- b) We welcome and encourage volunteers from our local community. Volunteers may include:
  - i. Members of the Governing Body.
  - ii. Parents/Carers of pupils.
  - iii. Ex-pupils.
  - iv. Students on work experience placements.
  - v. University students.
  - vi. Trainee teachers.
- c) The types of activities that volunteers are engaged in include:
  - i. Listening to children read and asking them comprehension/inference questions.
  - ii. Working with small groups of children.
  - iii. Working with individual children.
  - iv. Accompanying children on educational visits.
  - v. Helping at PTA events.

## 2. Definition of volunteers

- a. Volunteers can be defined into two groups, either 'occasional' or 'regular'.
  - i. Occasional can be defined as volunteers who only accompany staff and children on one off outings or trips or who help at a specific one off event. It would be expected that occasional volunteers would be supervised by a member of staff and would not be left unsupervised.
  - ii. Regular volunteers can be defined as those who help three or more times in a thirty day period. If regular volunteers are not supervised by school staff the school will require an enhanced DBS certificate with barred list check to be completed. The volunteer will also read and agree to the Volunteer Code of Conduct.

## 3. Recruitment of volunteers

- a) Occasional volunteers would usually be parents or carers who would come into school to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They will not be required to go through the recruitment process including the taking up of DBS checks. Where there are known concerns about a parent or carer, it would be at the Headteacher's discretion not to engage with this person as an occasional volunteer. Before each educational visit or event, occasional volunteers are asked to sign the Volunteer Code of Conduct. The member of staff organising the event is responsible for this.
- b) Regular volunteers would be in the position of trust within the school and even where they are not left unsupervised with children, should go through a recruitment process. The school should also take into consideration any knowledge they have of the person, with regards to their relationship with the school as a parent, grandparent, previous employee, governor when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of a volunteer.
- c) The recruitment process for regular volunteers should include:
  - i. DBS and barred list where volunteers have unsupervised access to children and young people.

- ii. Informal meeting with a member of the Extended Leadership Team or Trip Leader to discuss the volunteering role, confidentiality, health and safety etc.
- iii. Safeguarding training with the school's Designated Safeguarding Lead.
- iv. Two references. This should include any recent paid work or volunteering wherever possible, including the last known employer.

#### **4. Recruitment and Disclosure and Barring Service (DBS) check**

- a) DBS checks are carried out to identify whether or not individuals working an unsupervised activity with children are suitable to do so.
- b) Having a criminal record does not automatically prevent an individual from being a volunteer. The Headteacher would consider the details of the criminal record and balance this against the activities the individual is to undertake. A risk assessment will be undertaken for any positive DBS check.
- c) If a volunteer commits a criminal offence during their time as a volunteer, they must disclose this to the Headteacher. The Headteacher will assess whether it is suitable to continue with the volunteering role, whether the activities should be changed, or whether it is in the best interests for all concerned to longer act as a volunteer.

#### **5. Induction information for volunteers**

- a) As part of the induction process, regular volunteers will be given verbal and written information about the school. This will include:
  - i. What the volunteer can expect from the school;
  - ii. Sharing the Volunteer Code of Conduct, which includes information about confidentiality;
  - iii. School expectations of the volunteers;
  - iv. Safeguarding information;
  - v. Health and safety issues, e.g. fire procedures;
  - vi. Specific training will be dependent upon the area of school life that the individual is volunteering for;
  - vii. A warm welcome and thank you including where to get a cup of tea.

#### **6. Supervision**

- a) All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and learning they are undertaking.
- b) Volunteers should have clear guidance from the teacher as to how an activity is carried out. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of a query.
- c) Even when DBS checks have been undertaken, volunteers should not be left unsupervised for long periods of time.
- d) Occasional volunteers should never be left unsupervised and should not take children to the toilet or be left in charge of a small group of children on an outing away from staff member supervision.

#### **7. Confidentiality**

- a) Volunteers must be advised that all information about the children and school in which they are volunteering is confidential and must not be discussed outside of the school or with children, parents/carers or other visitors.
- b) Any information should be shared on a 'need to know' basis e.g. a child's medical condition, where this may affect their behaviour or wellbeing.
- c) The volunteer must not take any notes/files about children outside of the school.

- d) At no time should volunteers be permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
- e) Personal mobile phones and other personal hand-held electronic devices should not be brought into the classroom.

## **8. Health and Safety**

- a) As part of their induction, volunteers will be made aware of health and safety policies and procedures that are relevant and how to act in an emergency.
- b) Volunteers should sign in and out of the school, using the school's electronic signing in system and must wear a volunteer badge and lanyard.
- c) Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

## **9. Educational and offsite visits**

- a) For educational and off-site visits, volunteers may be occasional as well as regular volunteers.
- b) Occasional volunteers must be briefed about the Volunteer Code of Conduct. Volunteer Code of Conduct cards should be included in the trip pack.
- c) Occasional volunteers must not be left unsupervised or alone with children at any time.
- d) There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, the member of staff leading the trip, the children who are their responsibility, any special needs of these children etc.
- e) At the end of any trip, it is the trip leader's responsibility to ensure any information in the trip pack is handed back in to school.

## **10. Professional Conduct**

- a) Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with who they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- b) Volunteers must conduct themselves in a professional manner at all times. This includes:
  - i. Dressing in a way that is professional and appropriate to the work they are doing
  - ii. Refraining from using inappropriate language
  - iii. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - iv. Behaving in a way that is appropriate for the role they are undertaking
  - v. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- c) Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child (or their child's classroom) during the school day. They may not use their time as a volunteer to discuss their child's education with school staff.
- d) If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## **11. Safeguarding**

- a) Volunteers must be familiar with, and adhere to the school's safeguarding policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- b) If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Kathryn Dray and the deputies are Louise Druce and Vicky Swann.
- c) Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- d) Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- i. Exchanging contact information
- ii. Making contact with pupils outside of school, including on social media
- iii. Arranging to meet pupils outside of school

## Appendix 1

### Confirmation of Compliance

Please confirm the following by completing the Google Form:

[Link to Google Form](#)

I have read, understood and agree to comply with Stamford Green Primary School and Nursery's Volunteer Code of Conduct Policy YES / NO

Please confirm the following:

May we film and take photos of you for use in classrooms and school? YES / NO

May we use your still and moving image on your school's communications, website and associated Twitter feed? YES / NO

Are you happy to appear in the media, e.g. local newspapers and official school YouTube videos? YES / NO

Name .....

Signed .....

Date .....



# Stamford Green

## Primary School and Nursery



### Volunteer Application Form

Name of applicant	
Address	
Date of Birth	

Relevant Experience	
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Referees: Two professional referees who can comment on your suitability to work with children are required

#### First Referee

Full Name	
Address	
Telephone	
Email address	
Relationship to applicant	

#### Second Referee

Full Name	
Address	

Telephone	
Email address	
Relationship to applicant	





# Stamford Green

## Primary School and Nursery



### Reference Request for Reading Hero Volunteer

Name of applicant	
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Please complete by answering the following questions:

Are you able to recommend this applicant for a volunteer role without any reservations?  If your answer is no, please explain your reservations.	
This volunteering role involves working with children. As part of our safeguarding checks, do you know of any reason why this applicant is not suitable to work with children?  If yes, please explain why.	
Please tell us about the applicant's strengths, qualities and achievements which may benefit the role.	
Is the applicant reliable and honest?  If you have any concerns about the applicant's honesty and reliability, please tell us about them.	

Name of referee	
Relationship to applicant	
Date	
Signed	

