



Code of Conduct - Volunteers

Date	Review Date	School Lead	Nominated Governor
March 2020	March 2021	Martin Smith	Claire George

INTRODUCTION:

At St Alban's RC Primary School we believe that adult volunteers in school can play an active part in supporting the education of pupils. Volunteers can bring expertise and knowledge which can make a positive contribution to the learning and understanding of children. They can provide beneficial links between the school and its wider community.

The Governing Body of St. Alban's expects the highest standards of conduct from all staff, governors and volunteers so that the public always have the utmost trust and confidence in their integrity.

THE CATHOLIC MISSION:

St Alban's is a Catholic school and has the Catholic mission at its very core. Therefore it is an expectation that all teaching, communication and interaction must reflect our mission statement below:

At St Alban's we are proud to celebrate each individual for all that they are. We are a caring community enjoying and excelling in the presence of God.'

PURPOSE, SCOPE AND PRINCIPLES

The Code of Conduct is designed to give clear guidance on the standards of behaviour volunteers in school are expected to observe. School volunteers are in a unique position of influence and must maintain the highest standards of behaviour at all times to set an example that the pupils can truly aspire to.

SETTING AN EXAMPLE

All volunteers who work in schools/assist on trips set examples of behaviour and conduct. Volunteers must therefore use appropriate language at all times. They must always ensure that pupils are respected and shown kindness in all matters. **Use of offensive language must be avoided at all times.**

Volunteers must always be punctual. Volunteers must set the highest example so that pupils will follow suit and know the high expectations demanded of them.

Taking into consideration what standards we as a school set for the children, volunteers should always be dressed appropriately for volunteering in school and on trips.

Volunteers must always avoid putting themselves at risk of allegations of abusive and unprofessional conduct.

Volunteers should always speak to one another and staff with respect and never set a bad example to the children in their dealings with each other.



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SAFEGUARDING PUPILS:

Immediate concerns need to be immediately communicated to the school's Designated Safeguarding Person (Mr Smith) or Designated Safeguarding Deputy (Mrs Duncan).

Volunteers must take the upmost care in ensuring pupils safety and welfare.

At no time should volunteers use their mobile phones in front of the children. All photographs should be taken using school equipment and should be saved on the school's computer system.

WHISTLEBLOWING

All staff and volunteers have a duty to report any matters of concern particularly around the safeguarding of children. This can relate to:

- Crime
- Illegality
- Health and Safety
- Environment or Property Damage
- Unauthorised use of funds
- Concealing or attempting to cover any funds

Any such concerns need to be reported to the Head Teacher directly. If these matters concern the Head Teacher then they should be reported to the Chair of Governors in school or, if appropriate, the Police.

A full copy of the Whistleblowing policy is available from the school office.

EQUALITY

All members of the local community, employees and volunteers have a right to be treated fairly and equally.

A full copy of the Equality policy is available from the school office.

SETTING A GOOD EXAMPLE

All volunteers should endeavour to set the best possible example to pupils in their conduct at all times. We should always remember what it is like to be a pupil at St. Alban's. Children perform best when they are kept safe, challenged and treated with respect. Volunteers should remember this in all of their dealings with the pupils of our school.

USE OF SOCIAL MEDIA

At no time should volunteers use their mobile phones in front of the children.

All photographs should be taken using school equipment and should be saved on the school's computer system.

POLITICAL VIEWS

Volunteers should refrain from influencing the children with regard to any strong political views. On such matters, volunteers should remain neutral and stick to the school's ethos of respecting all views that exude a sense of kindness, tolerance and respect.



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CONFIDENTIALITY AND GDPR

In line with our schools Confidentiality and GDPR Policy no volunteers should share any pupil or their families personal information, all requests for this has to go through the school office.

AIDE MEMOIRE FOR VOLUNTEERS

- Use a positive statement rather than a negative one so that the children can learn what we expect of them in any given situation.
- Use a calm tone of voice at all times to explain something or instruct the children so that they can follow our words without feeling threatened or uncomfortable
- Avoid using sarcasm as this can demean children and adversely affect self-esteem
- Speak respectfully to other adults at all times even if we disagree with them
- Maintain confidentiality about anything we see or hear so that parents and other professionals can maintain the upmost trust in us as professionals
- Treat everyone with respect
- Dress appropriately to set a good example to the children
- Behave in a positive way in front of the children

Headteacher:		Date:	
Chair of Governing Body:		Date:	



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I, have read and understood the code of conduct. I will adhere to this code of conduct whilst assisting on the trip to **trip** with **class** on **date**.

Signed:

Date: