Volunteer code of conduct

Air Balloon Hill Primary School is always grateful for all the support received from volunteers but requests that all volunteers follow the Volunteer Policy and code of conduct at all times. In addition to the requirements for safeguarding, confidentiality and Health and Safety, volunteers have a duty of care to the children and young people at Air Balloon Hill Primary School.

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school or in connection with it.

Volunteers will:

- Sign-in at the school office on arrival, always wear a lanyard whilst on site and sign-out at the office when leaving.
- Understand their responsibilities and the limitations placed on them (especially the requirement that no-one without a current DBS check may be alone with any child or children at any time and must always remain in the sight of a member of school staff)
- 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 positive role models for pupils.
- Maintain professional boundaries
- Adhere to all school policies, including the Safeguarding and Child Protection Policy, Health and Safety Policy, GDPR and Data Protection Policies, Anti-bullying Policy, and Behaviour 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 and with dignity and respect
- Always act and be seen to act in the best interests of the child/ren
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately when visiting the school or representing the school on a trip 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 class teacher or Site Manager
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- 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.
- Shout at, hit, threaten or handle a pupil.
- Take any photographs in school or while on a school trip or activity.

- Develop ‘personal’ or sexual relationships with pupils.
- 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.
- 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 rewards, bribes, treats or gifts unless arranged through the headteacher.

I have read the code of conduct and agree to abide by the rules outlined in this policy.	
Signature of volunteer	
Date	