

**Volunteer code of conduct**

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

Volunteers **will**:

* Observe the high standards of behaviour and ethical conduct mandated by the school.
* Respect other volunteers, members of the staff and pupils, and make them feel valued.
* Be approachable, pleasant and a positive role model for pupils.
* Adhere to all school policies, e.g. the: Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, Behavioural 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.
* Report any incident of bad behaviour to the class teacher or senior member of staff immediately.
* Dress and behave in a manner which promotes healthy and safe working practices.
* Accept and follow directions from the link staff 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 link staff.
* Avoid waste or extravagance and make proper use of the resources.
* Conduct work in a cooperative manner.
* Turn any mobile phones off while on school premises.

Volunteers **will not**:

* Discipline a pupil; if there are any problems, the class teacher/pupil support will be informed straight away and he/she will deal with the situation.
* Shout, hit, threaten or manhandle a pupil.
* Take photographs in school without the prior permission of the headteacher.
* 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 (other than ‘token’) gifts, unless arranged through the headteacher, e.g. outgrown sports kit, football boots or uniform.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**