

# SHELTON INFANT SCHOOL

## Code of Conduct for Volunteers

The following gives a guide of appropriate conduct for all individuals undertaking voluntary roles whilst volunteering in or on behalf of Shelton Infant School. Adherence to this code will ensure that both children and adults are safe. This includes keeping adults safe from the possibility of allegations being made against them. The Code of Safe Conduct has taken into account the contents of the documents 'Keeping Children Safe in Education (September 2024)' DfE and 'Working Together to Safeguard Children (December 2023)' DfE.

The Designated Safeguarding Leads in school are Anthony Leigh and Charlotte Brierley (Co-Headteachers), Hayley Butler (Class teacher & Senior Mental Health Lead), Carolyn Taylor (Learning Mentor).

### Introduction

The public is entitled to have the trust and confidence in the integrity of Shelton Infant School, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard and reflect the school's values and commitment to safeguarding practices.

### Key Principles

- The welfare of the child is paramount.
- All adults should act, and be seen to act, in the child's best interests.
- All adults are positive role models and should be aware of this at all times.

### General Principles

- Volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead to any responsible person to question their motivation and intentions.
- Volunteers should work and be seen to work in an open and transparent way.
- Volunteers should discuss and/or take advice promptly from a senior member of staff over any incident which may cause concern.
- Volunteers should apply the same professional standards regardless of gender, race or sexuality.
- Volunteers should be aware that breaches of the law and professional guidelines could result in criminal action being taken against them.
- **Volunteers must maintain confidentiality regarding any pupils or school-related matters.**
- **Volunteers must report any health and safety concerns or hazards to the co-headteachers or school business manager.**
- **Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, members of staff are expected to use their professional judgement and act in the best interests of the school and its pupils**

### Specific Guidance

You must:

- Behave in a mature, respectful, safe, fair and considered manner.
- Provide an excellent example and "positive role model" to pupils.
- Treat all children equally and never discriminate favourably or unfavourably towards any child or build "special" relationships with individual children.
- Treat all children and adults with respect: not embarrassing or humiliating them, being sarcastic or making offensive remarks or jokes of a personal, racial, discriminatory, intimidating or otherwise offensive nature.
- Be aware that even well-intentioned physical contact can be misconstrued so never touch a child in a way which may be considered indecent or unwelcome or pull a child to move them.
- Not participate in or encourage horseplay, eg tickling or fun fights
- Never use, or threaten to use, force or physical action as a punishment.
- Dress smartly rather than casually.
- Wear your school ID lanyard at all times.

- Not accept or give gifts unless arranged with prior authorisation through school.
- Ensure you are in a fit and proper state to work with children e.g. not whilst taking medication which could lead to drowsiness or under the influence of alcohol or drugs.
- Respect other people's rights to confidentiality (unless you need to report something to one of the Co-Headteachers regarding child protection/safeguarding concerns)
- Always remain in public view if working alone one to one with a child i.e. keeping door open, working in sight of others. Where possible, volunteers should work within or near the class and not in isolation.
- Not smoke (this includes e-cigarettes and vaping) anywhere on school site
- Follow the school's security arrangements, eg. locking doors, ensuring doors are closed behind you.
- Volunteers may have mobile phones on their persons during the school day, however, they will be switched off at all times whilst they are with the children. Volunteers will only use their mobile phone whilst they are not in sight of any children.
- Not use personal devices such as tablets, mobile phones, smartwatches or cameras to take photos or videos of pupils.
- Keep communication between children and adults, by whatever method, within clear and explicit professional boundaries.
- Not under any circumstances make contact with a pupil using social networking sites or text or phone a pupil.
- Not post any comments, photographs, images or conversations on social networking websites which may bring themselves or the school into disrepute.
- Not share any personal information with a child. They should not request, or respond to, any personal information from the child. Adults should ensure that all communications are transparent and open to scrutiny.
- Staff must inform one of the Co-Headteachers immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Staff must inform one of the Co-Headteachers immediately if they, or a close family member, are being investigated in connection with a child protection/safeguarding allegation out of school.

- Volunteers must -
 

Report to a Co-Headteacher:

  - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
  - Any behaviours of another person working or volunteering for the school which gives you cause for concern.

Report to the Chair of Governors:

  - Any behaviour or situation involving one of the Co-Headteachers which gives you cause for concern.

This Code of Conduct cannot cover every eventuality. If volunteers are unsure about what to do in a particular situation they should contact one of the Co-Headteachers for advice.

All volunteers in Shelton Infant School must adhere to this Code of Conduct.

I confirm that I have read and understood the Code of Conduct for Volunteers

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Capacity involved with the school \_\_\_\_\_