

KNAYTON C OF E PRIMARY SCHOOL

- Learning for Life -



Volunteer Code of Conduct

Knayton C of E Primary School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities, such as visits and Friends events, would be at risk if it wasn't for your help and many of our pupils benefit greatly from it. It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. Where necessary, you will be provided with risk assessments relevant to the events you will be involved in.

The school office or lead teacher will provide you with the information required for all school activities. We also have a duty of care to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from harm.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children MUST be subject to the schools risk management to determine if they are required to undertake a DBS check, we can assure you that DBS checks are confidential and are undertaken to ensure the safety of our pupils. DBS is required if you are have regular contact with school pupils.

It is essential that we acknowledge that volunteers behave appropriately whilst working with our pupils. Below is a list of guidance to ensure that volunteers are aware of an acceptable code of conduct.

- ✓ Follow the directions and instructions of the lead staff member
- ✓ Sign in at the school office and collect a volunteer badge for recognition
- ✓ Adhere to the school's Child protection, Behaviour policy, photographic consent and Health and Safety policy
- ✓ Behave in mature, safe, respectful, fair and considerate manner
- ✓ Not behave in a way that could lead a reasonable observer to question your conduct
- ✓ Treat all children equally
- ✓ Provide a good example and a positive role model to children
- ✓ Not embarrass or humiliate children
- ✓ Not be sarcastic, make jokes of a personal nature
- ✓ Report any concerns to the head teacher
- ✓ Do not leave a dependent child in a position to compromise their safety (if a parent has not collected them).
- ✓ Avoid situations where you are alone one on one with a child
- ✓ Report to the Headteacher/ Lead member of staff- Any accidents, Any issues/concerns with a pupils behaviour, Any difficulties you experience, Unacceptable behaviour of another adult

I.....have read the schools guidance on information for volunteers and will abide by the safe code of conduct.

Signed.....date.....

Thank you for your support and its arrangements for the safety and care of our children.



Headteacher – Mrs Nikkie Beniams

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