

The Good Shepherd Trust

Academies in partnership with the Guildford Diocese Education Trust
The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP Tel: 01483
450423

Ashley C of E Primary Volunteer Code of Conduct



Diocese of Guildford

Review date: April 2017

Next review: April 2019

At Ashley Primary School we value highly the parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it was not 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. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Criminal Records Bureau Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Children Schools and Families and the Local Authority set out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that depending on the nature and regularity of your help, also the level contact you have with children, we will need to ask for your permission for a DBS check.

This check is to ensure that you are not included on Independent Safeguarding Authority list of those people who have been barred from working with children, you do not have relevant convictions, and the police do not have any other information about you which suggests that you may be unsuitable to work with children.

We appreciate that some volunteers find this intrusive and unacceptable, however, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the Headteacher / Deputyhead teacher and the Local Authority) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with Headteacher / Deputy Headteacher.

Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

Code of Safe Conduct

It is essential that we acknowledge that volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance (e.g. smacking other people's children is not allowed). Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

You should always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Child Protection, Behaviour, Anti Bullying, Health and Safety, Acceptable use of Images (photography and DVD), Disability Discrimination, E safety
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils
- Observe others rights to confidentiality (Unless you need to report something to the Headteacher / Deputyhead Teacher e.g. concerns about a child protection issue).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (e.g. for counselling, tuition, mentoring or other purpose).

Report to the Head teacher / Deputyhead Teacher (or in the case of an allegation concerning the Headteacher the Chair of Governors): (As soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures

You should never:

- **Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.**
- Touch children in a manner that is, or may be considered sexual, threatening, gratuitous or intimidating. This includes cuddling and Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text email or telephone, or make arrangements to contact, communicate or meet children outside of school.
- Develop 'personal' or sexual relationships with children.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- Make inappropriate* remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature
- Give or receive (other than 'token') gifts unless arranged through your line manager / Headteacher / Deputyhead teacher, for example, outgrown sports kit, football boots or uniform.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, fail to use seatbelts and drive in a safe manner at all times whilst transporting children.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which

dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement

If you are worried about a child

As an adult working with children you have a duty to report anything that could be a child protection issue. If a child discloses something to you or you witness something that raises any questions then never keep this to yourself. You must report it to the teacher supervising the class or the Child Protection Officers (Pictured below). You should also write down what was said/witnessed as objectively as possible.

Some examples might be:

- A child tells you something that has upset or harmed them.
- A child shows signs of physical injury for which there appears to be no explanation.
- A child's behaviour may suggest he or she is being abused.
- Someone else might report that a child has told them they have been or are being harmed.
- The behaviour or attitude of one of the workers towards a child worries you.
- You witness worrying behaviour from one child to another.

In addition to this, attached to this document is the school's Safeguarding policy. Please read this and sign below saying you have read it.

Our child Protection lead officers are:

Mrs Jackie Stevens (Designated Safeguarding Lead)

Mrs Maggie Rebbeck (Senco)

Mrs Louise Athersuch (Key Stage 2 Phase Leader)

Mrs Joanne Hart (ELSA)

Mrs Enrica Mattioli (Reception)

Mrs Angela Wood (Pre and After school manager)

Mrs Annemarie O'connor (Governor)

*** Please note:**

It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.

I _____ have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

I confirm I have read the school's Child Protection Policy (attached)

Signed: _____ Date: _____

Thank you for your support in our school it is very appreciated.