

Penryn Primary Academy

Volunteer Code of Conduct

Review date: July 2015

Volunteer Code of Conduct for Penryn Primary Academy

Penryn Primary Academy 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 would be at risk if it wasn't for your generous offer of help and so 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 will provide you with the necessary information for each of their planned events. The school office or teacher involved will provide you with the information required for all school activities. We also of course, 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** undertake a Disclosure and Barring Service check; we can assure you that any Disclosure and Barring Service checks are confidential and are undertaken to ensure the safety of our pupils. A Disclosure and Barring Service check is required if you 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 organiser/Group leader
- Sign in at the school office and collect a visitors badge for recognition
- Adhere to the school's Child protection, Behaviour policy, photographic consent and Health and Safety policy. (On website)
- Behave in a 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 or make jokes of a personal nature
- Not to hit or push a child
- Not to volunteer if under the influence of alcohol or drugs
- Not to touch children in an intimidating manner

- Report any concerns to the head teacher
- Do not leave a dependant child in a position to compromise their safety (if a parent has not collected them)
- Not to volunteer to help if under the influence of medication, which may cause drowsiness
- To wear appropriate/professional clothing for a children’s working environment. (eg not wearing revealing strappy tops)
- Not to discuss with parents or other people in the community any information you may become privy to in the course of working in school

Report to the Heads of School

- Any accidents
- Any issues/concerns with a pupils behaviour
- Any difficulties you experience
- Unacceptable behaviour of another adult

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

Penry Primary Academy

I _____ have read the school’s guidance on information for volunteers and will abide by the safe code of conduct.

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