



# TRIMLEY ST. MARTIN

## Volunteer Behaviour Policy

Trimley St Martin Primary School  
Created September 2014  
Updated July 2023

## 1. Introduction

The school has decided to set out a Code of Conduct / set of expectations for all school volunteers. This must be read, understood and signed by volunteers before entering the classroom.

Volunteers should be aware that failure to comply with the following Code of Conduct could result in them being told that their offer of support and help is no longer required. Volunteers should also be aware that in the event of a breach of this code, this information will be stored on school file and will be used if the school is asked to act as a referee or support an application. It will also be used if a volunteer applies for a post within this setting.

## 2. Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all volunteers are expected to observe, and the school should notify volunteers of this code and the expectations before commencement of the voluntary work. As with school staff, volunteers are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each volunteer has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- all volunteers, including reading helpers;
- all secondary school children or young adults in higher education who come to school to complete a work placement.

## 3. Setting an example

- 3.1 All volunteers who support in schools set examples of behaviour and conduct which can be copied by pupils/students. Volunteers must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 All volunteers must set an example of social distancing to keep themselves and pupils safe.
- 3.5 This Code helps all volunteers to understand what behaviour is and is not acceptable.

## 4. Safeguarding

- 4.1 Volunteers have a duty to safeguard pupils/students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
  - radicalisation
- 4.2 The duty to safeguard pupils/students and staff includes the duty to report concerns about a pupil/student/staff to the school's Designated Safeguarding lead (DSL) for Child Protection. This includes reporting concerns for themselves or direct family members.

- 4.3 The school's DSL is Mrs Samantha Ross. The DDSL's are Mrs Joanna Matthews, Ms Rowe and Mrs Pelling. The Governor(s) responsible for Safeguarding are Mrs Ainsley (Chair of Governors) and Mrs Alicia Mann (Safeguarding Governor)
- 4.4 Volunteers are provided with personal copies of the school's Child Protection & Safeguarding policy and must be familiar with this document.
- 4.5 Volunteers are provided with personal copies of Part 1 of 'Keeping children Safe in Education' and must be familiar with this document.
- 4.6 Volunteers are provided with the school's Health & Safety policy and must be familiar with these documents.
- 4.7 Volunteers must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.8 Volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## 5. Pupil development

- 5.1 Volunteers must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Volunteers must follow reasonable instructions that support the development of pupils/students.

## 6. Honesty and integrity

- 6.1 Volunteers must maintain high standards of honesty and integrity in their support. This includes the handling and claiming of money and the use of school property and facilities.

## 7. Conduct outside work

- 7.1 Volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the volunteer's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Volunteers must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 **Volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.**

**They must not refer to events/issues/incidents that have happened in school nor must they mention names of pupils or staff at the school.**

**It is recommended that volunteers do not indicate this school as a place in which they are supporting.**

## 8. Confidentially

- 8.1 Where volunteers are exposed to confidential information about pupils/students or their parents or carers, volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 All volunteers are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, volunteers have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Volunteers must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## 9. Actions

- 9.1 **All volunteers need to recognise that failure to meet these standards of behaviour and conduct will result in their offer of support being removed.**

I have read the School's Volunteer Behaviour Policy and I understand the expectations the school has regarding my behaviour.

\_\_\_\_\_ Print Name

\_\_\_\_\_ signed      \_\_\_\_/\_\_\_\_/\_\_\_\_