



## Dovers Green School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

### **CODE OF CONDUCT FOR VOLUNTEERS**

#### **1. Introduction**

Welcome to Dovers Green School. We value and appreciate the support parents and others who volunteer give us. Many school activities would be at risk if it weren't for your help and 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. Its contents will be discussed with you prior to you helping in school and you will have attended a Volunteers meeting which is updated annually. If you have any further questions, at any point during your time volunteering, please ask.

#### **2. General Principles**

##### **DBS**

All volunteers must now be Disclosure and Barring Service (DBS) checked - we are sure you can appreciate the need for this. We wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. 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.

##### **Safeguarding**

All visitors to school must report to the office on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school so they can be identified, this includes parents, work people etc. All visitors must sign in and out of school in the official school signing in book, indicating time of arrival, purpose of visit, and time of departure.

All areas of the school where children can be are Mobile Free areas for all staff and visitors. We ask all visitors to turn mobile phones and other devices off whilst on the premises.

##### **Emergency Procedure**

Please make sure that you are familiar with our Emergency procedure which are displayed in every room / work area. If the fire alarm should sound - this is a continuous alarm noise - please leave the building by the nearest exit with any children who may be working with you. Once you are at the designated assembly point, please reunite the children with their class and report to admin staff. If the intruder alarm should sound, - this is an intermittent alarm noise- please return immediately to your classroom.

##### **Health Concerns**

Please let us know if you have any health concerns / medication needs we should be aware of whilst you are on site.

#### **3. Working with our children**

Our volunteers help with a variety of tasks, depending on your skills, which may include:

- helping the teacher in the classroom, small group work, reading activities
- computer tasks, work in the library, helping to prepare resources / display
- accompanying PE lessons / outdoor learning in Forest school
- day trips
- running or helping to run clubs / after school activities

Volunteers who are also Parents tend to help in their own child's class but sometimes this is not advisable as it may be distracting for a particular child. For this reason, we do not usually ask new Reception Parents to volunteer until the children have settled - from the Spring Term.

If you are working on an activity independently of the class teacher, please make sure: you are clear about what you are expected to do – if not, ask! Make sure that you feedback to the teacher and discuss any difficulties you may have had.

#### **4. Volunteers Conduct**

We expect that volunteers at Dovers Green should:

- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Encourage children with a positive, "can do" attitude.
- Treat all children equally; never confer favour on particular children (eg by buying a group of children a gift), or build 'special relationships' with individual children.
- Not have physical contact with children or allow young children to sit on your lap
- Never make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate\* or offensive nature
- Allow, encourage or condone children to act in an improper or unsafe manner
- 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 judgment.
- Not to take any photographs of children whilst on school trips and visits on personal devices

An understanding of the above will ensure that both children and adults are safe, including from the possibility of allegations being made against a volunteer.

#### **5. Confidentiality**

When you are in school you may overhear conversations about particular children and you may witness incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to the class teacher, the Deputy Head teacher or the Head teacher.

#### **6. Safeguarding**

As part of our stringent Safeguarding practices at Dovers Green, all staff and volunteers are expected to raise any concerns with the class teacher, Assistant Head, Deputy Head or Headteacher in relation to:

- concerns about a particular child – it might be something they have said to you or something you have noticed about them
- 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.
- 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

Please make sure that if you are out of the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE or Games.

#### **7. Declaration**

I \_\_\_\_\_ have read the Code of Conduct for Volunteers and agree to work within its framework.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_