

EQUITAS ACADEMIES TRUST



Chilwell Croft
Academy

Volunteer/Student Code of Conduct

Review Date: September 2018

To be Reviewed: September 2020

Agreed: Headteacher

Policy Lead: Pravina Patel

Thank you for volunteering to assist at one of our Academies. We value the contribution you can make to our pupils' learning.

This Code of Conduct sets out the guidelines that we expect all our volunteer/student to follow. Please read through them carefully before signing at the end to say you understand and agree to abide by the Code, then return the signed copy to a member of the HR team for our records. We will take a photocopy to give back to you. Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

1. Induction

- 1.1 As part of your induction, your placement supervisor will complete a risk assessment/induction checklist with you before you are deployed to your area of duty.

2. Supervision

- 2.1 You should be supervised by a member of staff at all times when working with pupils unless you have obtained a valid enhanced DBS (Disclosure and Barring Service) check. Never work alone in a room with one pupil.
- 2.2 You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.
- 2.3 Parents of pupils may be asked to volunteer in a class other than that attended by their child. If, however, a parent assists in their child's class and a conflict of interest arises, e.g. giving undue attention and support to your own child or using the time to discuss your child's progress with the class teacher, then the class teacher and/or the Headteacher may ask the parent to reconsider their offer of help.

3. Professional Relationships

- 3.1 At all times you should maintain a 'professional' relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.
- 3.2 Permission should be sought from a pupil before physical contact is made. Even if you know some of the pupils very well you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.
- 3.3 Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle.
- 3.4 Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as sexually suggestive or provocative. Volunteers are in a position of trust with children and young people under 18 at the school and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.

- 3.5 Occasionally, a pupil may develop an infatuation with an adult who works with them. An adult who becomes aware that a pupil is developing an infatuation should discuss this at the earliest opportunity with one of the Designated Safeguarding Leads so appropriate action can be taken to deal with the situation sensitively and appropriately to maintain the dignity and safety of all concerned.
- 3.6 Volunteers should use the staff toilet, never the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male volunteers should use a cubicle in public toilets.
- 3.7 If a pupil tells you something or you see something that concerns you, either in class or around school, this should be reported to the class teacher or a member of the senior leadership team immediately. If you feel what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a pupil's welfare at risk, then this should be reported to:

Aston Manor Academy	Chilwell Croft Academy
Sandra Coleman	Juliet Young
Emma Smith	Pravina Patel
Daniel Preston	Julie Berrow
Neil Turner	
Jill Sweeney	

- 3.8 Remember that you must not try to investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.
- 3.9 Behaviour management of the pupils is the responsibility of members of school staff (Headteacher, teachers, teaching assistants and support staff) and should not involve volunteer helpers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate consequences yourself.
- 3.10 You should act appropriately towards all pupils, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with the Headteacher / HR Department.
- 3.11 Each Academy within the Trust is part of a wider community and it is recognised that, as members of the community, volunteers may come into contact with pupils outside of the Academy at which they volunteer. It is expected that volunteers use their professional judgement in such situations and to report to the Designated Safeguarding Lead and other routes during school holidays any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

- 3.12 If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to one of the Designated Safeguarding Leads / HR Department.

4. Setting an example

All volunteer helpers at our school should be positive role models to the pupils, so we expect you to:

- 4.1 Dress appropriately for the school setting and the tasks and role you will undertake.
- 4.2 Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.
- 4.3 Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom.
- 4.4 Never smoke in the school building or grounds as it is strictly prohibited to do so.
- 4.5 Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.
- 4.6 Promote and follow the classroom rules.
- 4.7 Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip' / sharing of information about staff, parents or pupils.
- 4.8 Never be under the influence of drugs or alcohol when assisting as a volunteer.

5 Use of mobile phones, cameras and computers

- 5.1. Use of personal IT devices and mobile phones is prohibited, except under exceptional circumstances where the prior agreement of the headteacher has been obtained. If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office or staff room. Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.
- 5.2 The school's ICT equipment and mobile phones may only be used in accordance with the school's Acceptable Use of ICT, Internet, Email and Social Media Policy and should normally be used for school purposes only.
- 5.3 The school's photographic and video equipment may only be used by volunteers with the prior approval of the headteacher.

6 Gifts and rewards

- 6.1 Personal gifts must not be given to pupils. Neither should you give pupils any rewards not covered by school policy. Nor should you accept gifts from pupils (other than small tokens at Christmas or as a 'thank you') without first seeking permission in writing from the headteacher.

7. Transporting pupils

- 7.1 If you are asked and agree to transport children to an event or other location in your own vehicle you should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. All passengers must wear seat belts and car seats must be used for children in accordance with current legislation (including the requirement that children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first).
- 7.2 It is inappropriate for adults to offer lifts to a pupil outside their normal duties, unless this has been brought to the attention of the headteacher and has been agreed with the parents/carers.

8 Safety procedures

- 8.1 Volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils. If you have any questions about the fire safety arrangements, then please speak to the Site Staff / Business Manager.
- 8.2 Please sign in the visitor's system on your arrival and sign out when you leave. This helps us maintain an accurate list of the people on the school premises in the event of a fire.
- 8.3 Please obtain a visitor's badge from the school office upon your arrival, regardless of how well known you are to the pupils. Please remember to use your badge to sign out before you leave.
- 8.4 Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times.

9 Educational Trips and outings

- 9.1 Volunteers who are accompanying pupils on educational trips or outings must be approved by the school and be subject to the normal checks and arrangements as outlined in the school's Educational Visits policy.
- 9.2 Volunteers should take particular care when supervising pupils on trips and outings, where the setting may be less formal than the school environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

10 Medical issues

- 10.1 The class teacher you are supporting should inform you of any pupils who have severe medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.
- 10.2 If a pupil requires medical attention, inform a member of staff immediately. They will find a qualified first aider to attend to the pupil. Volunteers should not administer first aid except in an emergency.

11. If you are unable to attend

- 11.1 If you are due to help in the school but are unable to do so because of illness or personal circumstances, please inform the school by telephoning the appropriate school office as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our teachers adjust their lesson plans if they know your support is unavailable.

12 Confidentiality

- 12.1 Volunteers may have access to confidential information about pupils, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a pupils' home life. All information you may hear or see about a pupil is of a **confidential** nature. You should not discuss any pupil outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in any of our schools, e.g. on Facebook or via email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with the class teacher or headteacher if they require further information.
- 12.2 The Trust holds and processes data that is protected under the General Data Protection Regulation. Volunteers are expected to comply with the Trust's systems for collecting, storing and using data. If any volunteer becomes aware that data is at risk of compromise or loss or has been compromised or lost they must report it immediately to the Business Manager / Headteacher.

13. Breaches to this Code

- 13.1 If the headteacher [or other designated person] believes that any of the above guidance and expectations has been breached, then it is at their discretion to decide either to give a warning to the volunteer concerned or to instruct the individual to cease attending the school as a volunteer.

13.2 We want everyone who work within our school to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our school site. If the Headteacher is concerned that events in your private life may affect the reputation of the school and/or impact on the effectiveness and safety of those who work and attend our school, they may instruct you to cease your support as a volunteer.

14. Policies

14.1 Upon agreeing and signing this 'Code of Conduct', you will receive the Health & Safety policy, safeguarding policy, the Acceptable Use of ICT, Internet, Email and Social Media policy, the Data Protection policy, the Educational Visits policy (if relevant) and any other relevant policies as determined by the school. If you do not receive these policies, please see the Business Manager.

15. Safeguarding training

15.1 Volunteer helpers will be required to receive a Safeguarding Induction session from the Designated Safeguarding Lead within 1 week of signing this agreement.

Commented [ZD1]: Just in case it is less than this

15.2 Volunteers who require a DBS check and meet the 'frequency and intensity' test will also need to attend the Introduction to Safeguarding training as a statutory requirement every three year.

Name: _____

I have read and understood the contents of the 'Volunteers Code of Conduct'. I agree to abide by the procedures and expectations for volunteers that are set out in this code.

Signed: _____

Date: _____

Induction Checklist: Volunteer/student

Name of volunteer/student

Date:

Activity to be carried out	Manager to sign and date when complete	Volunteer's /student sign and date when complete
Meet with Line manager		
Volunteer/student handbook given		
Introduction to Designated Safeguarding Person – Child protection procedure explained		
Any child protection/safeguarding concerns the student/volunteer may have MUST be reported to the teacher or Designated Senior Leaders. <ul style="list-style-type: none"> • Juliet Young, Attendance & Family Support Worker • Julie Berrow, Headteacher • Pravina Patel, School Business Manager 		
Introduction to the Academy – Tour of the school, including staff room, toilets, security, layout etc. (plan of school)		
Introduction to the canteen, explain arrangements for meals		
Explain the fob in and out process and signing in system		
Student/ volunteer has received health and safety induction on first day of placement prior to the placement commencing. E.g, <ul style="list-style-type: none"> • Fire Evacuation. • First Aiders and location of first aid boxes. • Fire evacuation. 		
Explain absence/sickness procedures, special leave arrangements, and holiday booking		
Explain the procedure for bringing visitors into school.		
Explain accident reporting procedures for both adults and pupils		
Appropriate training and instruction to undertake supervised activities explained		
Risk Assessment discussed with student/ volunteer on first day of placement prior to the placement commencing.		
Student/ volunteer has sufficient regular rest breaks and adequate working space as agreed.		

Student / volunteer advised not to carry out moving and handling of objects and loads.		
Ensure no lone working activities are undertaken.		
Student/ volunteer's without a DBS MUST be supervised around school at all times.		
Under no circumstances should students / volunteer manual handle children/pupils		
Discussed consequences if the student/volunteer refuses to listen or carry out instructions when directed by staff		
Discussed procedure if the student/ Volunteer leaves the school site or is unable to attend their scheduled work placement sessions		

Agreed working times

The following times of work were agreed

Monday	Start:	Lunch:	Finish:
Tuesday	Start:	Lunch:	Finish:
Wednesday	Start:	Lunch:	Finish:
Thursday	Start:	Lunch:	Finish:
Friday	Start:	Lunch:	Finish:
Signed (employee)		Signed (Line Manager)	

Risk assessment form for Volunteer/Work Experience Student Working as a Classroom Assistant or around the school site

Name:	Position:	Date
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Hazard	Persons at Risk	Risk Description / Hazardous Event	Initial risk			Control Measures; (existing controls / precautions) should be considered. Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of completion.	Net Risk			Owner
			Likelihood	Impact / Severity	Risk Level		Likelihood	Impact / Severity	Risk Level	
Lack of Awareness, Knowledge & Understanding	Student Pupils Volunteer	<ul style="list-style-type: none"> Physical and mental immaturity Mental and physical fatigue New environment Lack of Awareness Lack of experience 	M	M	AMBER	<ul style="list-style-type: none"> Supported by Teaching Assistant/Class Teacher Regular breaks Briefed on classroom environment and expectations prior to starting 	L	M	GREEN	Class Teacher
Violent and assault (verbal and/or physical)	Student Volunteer	<ul style="list-style-type: none"> Pupils with challenging behaviour Violence from pupil/staff Verbal threats 	M	M	AMBER	<ul style="list-style-type: none"> Informed of Behaviour Policy and expectations Informed of who to go to if needed 	L	M	GREEN	Class Teacher
School Risk Assessment		<ul style="list-style-type: none"> See attached. 								

Impact/severity	High			
	Med			
	Low			
		Low	Med	High
Likelihood				

Monitoring and Review to be revisited _____

Frequency of monitoring potential employee/volunteer	Person responsible for monitoring	Date of next review

Person responsible for undertaking the risk assessment:

Name: _____

Position: _____

Signature: _____

Date: _____

Line Manager