



# Code of conduct for volunteers, visitors and peripatetic teachers

## Introduction

Gamlingay Village Primary School actively encourages supportive relationships between school, home and our communities.

In the interests of the safety and well-being of pupils, volunteers, frequent visitors and peripatetic teachers are asked to read this policy and, if necessary, discuss it with a member of staff, prior to beginning work in school. After reading it the individual is asked to sign the form as an acceptance of the policy and to return it to the school. We ask individuals to re-read and re-sign the policy on a regular basis.

## Permission to work in school

In accordance with government guidelines, our governors insist that an enhanced Disclosure and Barring Service (DBS) check is carried out on any new volunteer/frequent visitor/peripatetic teacher working in school. You will be required to see a member of the school office to begin this process. If DBS clearance to work in school is not granted then you will be informed before you start.

By signing this form, you agree to the following:

## 1. School rules and policies

- 1.1. Volunteers/visitors/peripatetic teachers will follow all school rules and policies, including those on:
  - 1.1.1. Safeguarding
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Mobile phones
  - 1.1.5. Data protection
  - 1.1.6. Health and safety
  - 1.1.7. Equality
  - 1.1.8. Whistle-blowing
  - 1.1.9. Behaviour
- 1.2. Copies of the school policies are available online or from the school office

## **2. Professional conduct**

- 2.1. Volunteers/visitors/peripatetic teachers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Dawn Henry.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers/visitors/peripatetic teachers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to address pupil behaviour or issue sanctions/consequences.
- 2.3. Volunteers/visitors/peripatetic teachers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers/visitors/peripatetic teachers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers/visitors/peripatetic teachers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers/visitors/peripatetic teachers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer/visitor/peripatetic teacher is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.
- 2.8. Volunteers/visitors/peripatetic teachers should avoid being with one child in isolation in an area not visible to other adults. In most cases staff will direct you to work within the classroom, in the library or in the corridor outside the classroom.

## **3. Safeguarding**

- 3.1. Volunteers/visitors/peripatetic teachers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement and will be updated annually.
- 3.2. If Volunteers/visitors/peripatetic teachers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Dawn Henry and the deputies are Beth Slater, Sue Phillips, Hannah Leete, Annie Blyth and Shelley Desborough.
- 3.3. Volunteers/visitors/peripatetic teachers should refrain from physical contact with pupils.

- 3.4. Volunteers/visitors/peripatetic teachers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers/visitors/peripatetic teachers should not take or share photos of pupils.
- 3.6. There is a no smoking and vaping policy throughout the school premises and grounds.
- 3.7. Visitors and volunteers (including parents, governors and contractors) must adhere to the Mobile Device policy as it relates to staff if they are on the school site during the school day. This means:
  - Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
  - Using any photographs or recordings for personal use only, and not posting on social media without consent
  - Not using phones in lessons, or when working with pupils
  - Visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
- 3.8. Volunteers supervising school trips or residential visits must not:
  - Use their phone to make contact with parents
  - Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Volunteers/visitors must use the school office as the first point of contact if they need to get in touch with their child during the school day.

Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

- 3.8. Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".) Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

### **3.9. What to do if a child discloses something to you:**

- *It is important that you listen and appear to have time.*
- *Stay calm and show that you are taking this seriously.*
- *You do not have to make any decision as to whether or not the child is telling the truth.*
- *You should reassure the child and tell him/her that she/he has done the right thing in telling you, that it is not his/her fault and that it has happened to other children.*
- *Never ask leading or closed questions*
- *Never judge what the child is saying or who they are saying it about.*
- *Explain the information will have to be passed on and do not promise to keep the information secret or make any other promise you can't keep.*

- *If a child says they will only tell you if you promise not to pass the information on explain that this is not possible, even if this means they refuse to say anything more.*

**What you must do as soon as you can after the disclosure:** Record the conversation promptly and accurately in writing on a logging concern sheet. Date and sign it and pass it on to the Designated Person immediately. They will then deal with the issue.

#### **4. Health and safety**

- 4.1. Volunteers/visitors/peripatetic teachers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid.
- 4.2. Volunteers/visitors/peripatetic teachers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers/visitors/peripatetic teachers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge/lanyard issued from the office at all times.

#### **5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers/visitors/peripatetic teachers shouldn't discuss pupils with parents or other children. If parents approach volunteers/visitors/peripatetic teachers for information, they should be directed to speak to a class teacher or the headteacher.

#### **6. Staffroom**

- 6.1. Volunteers/visitors/peripatetic teachers are discouraged from using the staffroom due to the sensitive nature of information displayed there. Staff are happy to make you a drink and you are welcome to either wait in the classroom, the library or go out with the children at playtimes.

#### **7. Fire drill**

- 7.1. Please familiarise yourself with the fire routine for the class you are working in. A fire safety notice should be visible in the room. Class teachers will be able to tell you through which exit you should leave the building in the event of the fire alarm being set off. All of our fire exits are clearly labelled. We have three assembly points to ensure quick evacuation of the building.

1. Key Stage 1 Playground
2. Grass at the front of school

If you do hear the fire alarm leave the school immediately by the nearest and safest exit, taking any pupil in your care with you. A member of staff will ensure that you or any pupils you are with are accounted for.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Thank you for taking the time to read this policy. If you do have any further questions please contact a member of staff. Please complete and sign the form and return it to the school office.

***Policy written and agreed with staff and governors September 2021***

***Reviewed February 2023***

***To be reviewed March 2024***

**Volunteering/visiting/working on site at Gamlingay Village Primary School**

**I have read and understood the Gamlingay Village Primary School code of conduct for volunteers, visitors and peripatetic teachers and agree to abide by it.**

**Signed .....**

**Name .....**

**Date .....**

**Role: Volunteer / Visitors / Peripatetic Teacher**

**If you have any medical conditions (ie: diabetes, allergies etc.) that we should be aware of in an emergency please give details here. (These will not inhibit your ability to help in school):**

**Please sign and return this form to the school office prior to starting work in school.**

**For office use only:- DBS check completed.**

**Staff Member:.....**

**Date: .....**