



Love To Learn



VOLUNTEERING CODE OF CONDUCT

ADOPTED: NOVEMBER 2023

REVIEW: NOVEMBER 2024

Malcolm Sargent Primary School

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Engage & Inspire

Nurture & Growth

Pride & Joy

Volunteering Code of Conduct

All Volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at or for the School.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the School.
- Respect other Volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all School policies as provided and read as part of the induction process.
- Always maintain the confidentiality of personal information, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the supervisor, class teacher or a member of the SLT immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification when uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones whilst on School premises.

Volunteers will not:

- Discipline pupils. If there are any problems, the class teacher or member of the SLT will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten, or handle a pupil.
- Take photographs in School without the prior permission of the Principal.
- Develop 'personal', sexual, or other inappropriate relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, ie under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, ie smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside School.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the School into disrepute when representing the School.
- Give or receive (other than 'token') gifts, unless arranged through the Principal, ie giving an outgrown sports kit, football boots or uniform direct to a pupil.