

Bransty Primary School



Code of Conduct for Volunteers and
those undertaking on-site training

2022- 2023

Bransty Primary School

Code of Conduct for all School Volunteers and those undertaking on-site training

1. Introduction

1.1 As part of induction and safer recruitment processes, it is now an expectation that schools should have a code of conduct, incorporating safeguarding issues amongst others.

1.2 This code of conduct forms part of our Safer Recruitment procedures and induction programme.

1.3 It is the expectation of the school governors that all volunteers and those undertaking training e.g. students and trainee teachers will abide by the code of conduct and its expectations, particularly regarding issues of child protection, relationships with pupils, colleagues and parents and carers as well as other stakeholders.

1.4 The code is intended to set out our expected standards of conduct, our rules and values. It applies to all adults regardless of status and is not exhaustive.

1.5 All adults are expected to sign to indicate that they have read the code and are therefore in agreement to be bound by it.

1.6 Breaches of the code and the standards expressed in it could result in termination of placement or school experience.

1.7 Where an allegation of abuse is made against an adult, the governing body will follow the guidance set out in Safeguarding Children and Safer Recruitment document.

2. General Standards and Expectations

2.1 Dress code- It is important that all staff dress smartly, professionally and appropriately with due regard for the activities to be undertaken. Adults in our setting are role models for pupils and should demonstrate the professional nature of their work. (The governing body uphold a policy of smart/casual trousers, but consider denim jeans inappropriate wear for school) Those whose dress does not reflect a professional attitude could be vulnerable to criticism or allegations of misconduct.

2.2 Attendance and Punctuality- Volunteers and students working for mornings or full days should be on site and available for work no later than 8.20am, unless a prior arrangement has been made. The school should be contacted no later than 8.15am if people are unable to attend school. This will allow sufficient time for cover arrangements to be made. If you are unable to attend school on the following days the school must be notified – again to allow for cover arrangements to be made.

Expectations are that:

- Wherever possible, you make routine medical and dental appointments outside of working hours or during holidays, except in the case of emergencies or to attend ante-natal appointments. Times should always be agreed with the class teacher, who will notify and get permission from the Head Teacher
- any requests for special leave should be agreed with the class teacher who will ask permission of the Head Teacher

2.3 Relationships with staff- Volunteers and those training in our setting are expected to work in a respectful and co-operative manner with all members of the school staff. From time to time there are likely to be opportunities to evaluate personal performance and to receive constructive feedback from staff. This is intended to develop and build on experience gained within the setting. Feedback should be viewed as an integral part of professional and personal growth and not as negative criticism. The school views itself as a training environment and is committed to the professional development of all who work here.

2.4 Relationships with Pupils- All adults are expected to:

- Encourage the highest possible level of achievement for our pupils
- Value and respect all pupils equally; regardless of gender, ethnicity, religion, belief, disability, special educational needs
- Treat all pupils in a polite, positive, respectful and considerate manner
- Act in accordance with the school's Safeguarding Policies
- Be familiar with and support the 'Planning for Positive Behaviour' policy and set appropriate boundaries for pupils; promoting self-discipline and self esteem

3. Confidentiality

- **3.1** In a school setting you may hear confidential information about staff or pupils. In some cases, information may be highly sensitive. Such information should never be disclosed to anyone outside the school boundaries.
- **3.2** Confidential information or information pertaining to data protection must not be held off the school site other than on security protected equipment. Information should only be held for the time taken to discharge the task for which is required. (further information can be found in the e-safety policy)

4. Propriety, Behaviour and Reputation

- **4.1** All adults in our setting have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. High standards of personal conduct should be adopted in order to maintain the respect of pupils, colleagues and the public in general.
- **4.2** Social networking sites are extremely popular. Adults working in our setting must not post any material regarding the school or make comments which may damage the reputation of the school, refer to individuals or cause concern about their suitability to work with children or young people. No photographs of any pupil or member of staff should ever be uploaded to the internet without the direct permission of that person or their parent/carer.

4.3 All adults working in school have contact with pupils and are in a position of trust. Adults working in the school are expected to comply with the safeguarding policies of the school, made known to them at the point of induction.

4.4 A relationship between a member of staff, a volunteer or a governor and a pupil cannot be a relationship of equals. There is potential for exploitation and harm of pupils and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification.

It is important to recognise both sexes may abuse a position of trust.

4.5 Personal gifts must not be given to pupils, except at the end of the placement, if wished. The giving of presents could be misinterpreted as a gesture to bribe or to single out an individual during the placement. Any reward to a pupil should be in line with the school's behaviour policy.

5. Physical Contact and Personal Privacy

5.1 There are occasions when it is entirely appropriate and proper for adults to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Volunteers will never be left in sole charge of pupils as this puts them at personal risk. All volunteers who have intensive contact with pupils will be expected to undertake a DBS before they are allowed to work in our setting. All students and trainee teachers are expected to present their DBS check to the school before beginning their placement for our Single Central record.

6. Photography, Videos and Mobile Phones

6.1 Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity or to celebrate achievement. The Data Protection Act 1998 affects the use of

photography. Staff will check the school data base to ascertain whether or not parental consent has been given to use pupil images.

No adult should record images of pupils without the direct consent of the class teacher.

6.2 Volunteers need to be aware of the potential for images to be misused and pupils who have been abused in this way may feel threatened by the use of photography.

6.2 All mobile phones must be switched off during teaching sessions. Mobile phones with cameras must not be used to record pupil images or make recordings. Only school equipment should be used to capture pupil images (see the e-safety policy).

7. Whistle-blowing

7.1 Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes however it is necessary to follow the school's 'Grievance Procedure'. Very occasionally more serious issues may arise which cause suspicion and the implementation of the 'Whistle-blowing' policy.

7.2 The 'Whistle-blowing' policy is a mechanism which enables staff to raise concerns in the proper manner and identify malpractice at an early stage. Any concerns should be shared with a member of the senior management team where any of the following examples are evident:

- Allowing a pupil to be treated badly; pretending not to know it is happening
- Gossiping or sharing information inappropriately
- Demonstrating inappropriate discriminatory behaviour and/or using inappropriate language
- Dressing in a way inappropriate to the job role
- Not treating pupils fairly or demonstrating favouritism
- Demonstrating a lack of understanding about personal professional boundaries
- Using a position of trust to intimidate, threaten, coerce or undermine
- Appearing to have an inappropriate social relationship with a pupil/s

- Appearing to have a special or different relationship with a pupil/s
- Seeking to have unnecessary opportunities to be alone with a pupil.

8. Keeping within the Law

8.1 All adults are expected to operate within the law. Unlawful or criminal behaviour, in school or outside school, may lead to management action, including termination of placement.

I agree to abide by the above code of conduct	
Signed	
Date	