



Flakefleet Primary School
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Code of Conduct and Volunteer Policy

Policy updated January 2016

Becoming a Volunteer

Anyone wishing to become a volunteer will need to speak with the Head Teacher. Volunteers should complete the Volunteer information sheet with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement which sets out the school's expectations of volunteers and asks volunteers to confirm they have seen a copy of this policy. The school will seek DBS clearance for any volunteer before they come into school to protect the staff and children.

At Flakefleet Primary school, we recognise and value the efforts taken by parents and other volunteers who contribute towards school activities. We encourage your assistance and acknowledge that many school activities would be at risk if it weren't for your help.

We aim to make sure that your time spent in school is productive and enjoyable. The development of any volunteer, whether for one day or a number of sessions over a longer period of time, must account for the needs and the staff to whom they are assigned. We have a duty to ensure the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures, which will be followed by appointing, managing and supervising volunteers. It also contains code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive climate for pupils.

Our Volunteers include:

- Parents
- Ex- members of staff
- Member of the governing body
- Members of the local community

Your main contacts in school are:

- Head teacher
- Deputy Head
- Mrs Pratt DSL
- Class teacher after induction

Activities that volunteers are engaged in might include

- School Visits/trips
- Activities during lessons
- Working with individual children
- Reading with children
- Supporting staff to run breakfast and after school clubs
- Assisting in practical activities in school



Statutory Guidance on the Recruitment of a Volunteer

- The school will regard the DFE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measure as it would for paid staff.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a class visit measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

Safeguarding Children and Child Protection

Depending on the extent of the volunteering role as stated above, volunteers will be asked to fill out a DSB and declaration form. This is a standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared.

In September 2012, the independent safeguarding authority and criminal records bureau DBS merged functions to create a new disclosure and barring service. The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:

- Teach
- Train
- Instruct
- Care for or supervise children
- Provide advice/guidance on well-being
- Drive a vehicle only for children
- Personal care for a child
- Child-minding/fostering

The minimum age at which someone can be asked to apply for a DBS check is 16 years old.

Welfare and Safety of Volunteers and Pupils

Flakefleet wants to make sure activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to member of school staff, should you wish to discuss difficulties or report an issue that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building on the iPad located in the front office.
- Wear the visitors badge at all times
- Please let the class teacher be aware that you are in school.

School Regulations

Volunteers need to be aware of the following policies and procedures:

- Safeguarding and Child Protection Policy
- Disciplinary Policy and Procedure
- Complaints Policy and Procedure



- Equal opportunities Policy and Procedure
- Behaviour Policy
- Whistle blowing Policy and Procedure

Health and Safety

Volunteers are required to comply with the schools health and safety policy. They should be made aware of emergency procedures and safety aspects of being involved in a particular such as cookery

Any potential hazard, which you may feel might put people at risk of injury or harm, must be reported straight away to the class teacher.

Absence

Volunteers are required to inform school if they are unable to attend when they are expected. If the volunteer is called away in the event of an emergency while volunteering, please let the class teacher/office know before you leave the premises.

Dress Code

You should be dressed at all times in clean clothing which is suitable to wear in a primary school we recommend washable clothes and comfortable practical footwear. However modern fashion dictates certain trends, that may be perfectly acceptable outside of school but which is not appropriate during your time here, therefore school asks that you acknowledge guidance on

The Following Aspects Of Dress:

- No midriff should be visible
- Underwear straps should not be overtly visible
- Underwear should not be visible above the top of your trousers
- Suitable Footwear Should Be Worn
- No outdoor clothing to be worn indoors unless this is part of the activity
- Baseball caps and hats should not be worn in doors

Eating in school -Please do not chew gum or eat sweets while you are working in the classrooms or out in the community with staff and pupils.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. If it is a comment, which a child makes, which gives rise to concerns then the designated person (Head teacher) or designated person Karen Pratt (should be informed directly. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers are reminded that all information on individual pupils and members of staff is confidential and that sharing of data is protected under the Data Protection act 1998. Volunteers are not permitted to discuss children's or staff member's information with other professional in school. Volunteers who break this rule will be asked to leave.

There may be instances where volunteers must pass information to the Head Teacher or class teacher. These include incidents where the child is being bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents/carers and inform the class teacher as soon as possible.



Internet use and social media

Volunteers are expected to behave in an ethical and lawful manner with regards to the use of the internet.

Care and attention should be taken while using social networking sites. The use of these sites should not involve communication regarding the School in any way or any activities that may bring the school into disrepute and/or cause us to question your stability to work with children.

Volunteers must not attempt to contact pupils via social media, emails or make arrangements to meet outside of school.

Equal Opportunities

We do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Code of Conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school including school trips, residential trips and out of school activities.

First Aid on school trips please see appendix one

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies on school trips please see appendix one

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Complaints Procedure

Any complaints made about a volunteer will be referred to the head teacher/deputy head teacher for investigation. Any complaints made by a volunteer will be referred to the head teacher/deputy head teacher.

The head teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes to use them.
- The full complaints procedure is available from the head teacher.

You should :

- Observe the high standard of behaviour and ethical conduct mandated by the school.
- Be on time
- Respect other volunteers, members of staff and pupils.
- Be approachable, pleasant and be positive role model for pupils.
- Adhere to Safeguarding and Child Protection Policy, Disciplinary Policy, Complaints Policy and Procedure, Equal opportunities Policy and Procedure, Behaviour Policy, Whistle blowing Policy and Procedure.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of negative behaviour of pupils to the class teacher immediately
- Dress and behave in a manner which promotes health and safe working practices.
- Accept and follow directions from class teacher and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instruction given by class teacher and report any potential hazards in the work place.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises.
- Sign an E Safety agreement

You should never

- Tell a child off, as a volunteer you are expected to tell a member of staff. The member of staff will deal with the problem or situation.
- Shout, hit or manhandle a child.
- Take photographs in school without prior permission of the Head Teacher
- Develop personal relationship with pupils.
- Work with children when you are not in the proper physical or emotional state to do so. Such as under medication which makes you drowsy or extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner - such as smoking or drinking alcohol.
- Share any personal contact details with pupils or make personal arrangements to meet children outside of school. This includes all social media such as Facebook, Instagram.
- Discriminate favourable or unfavourable towards a child.
- Don't make inappropriate jokes or remarks of an 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 Headteacher,
- Volunteers are not permitted to bring additional siblings on trips or in school.
- Volunteers are not permitted to buy treats for groups of children without consent from class teacher

I, _____ have read Flakefleet Primary School Code of Conduct and

Volunteer Policy and agree to the policy. Signed _____ Date _____



Appendix one

Off - Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper, you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher / member of staff if there are issues with first aid, safety and / or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their groups treats e.g., ice-creams, biscuits, sweets - before, during or after the school trip.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs



to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the volunteer policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it out of school.

Signed _____ Date _____

Thank you for offering your services as a Volunteer at Flakefleet Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this volunteer agreement sheet and hand it into the school office.



Volunteer Agreement Form

Please complete the following agreement:

Your name:	
Name of teacher to whom you will report to:	
Times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

I have read and understand the following documents: -

Flakefleet's School's Prospectus	
Behaviour Policy	
Anti-bullying Policy	
Child Protection Policy	
Health and Safety Policy	
Fire Safety Guidelines	

I understand and have read the document for volunteering at Flakefleet School.

Volunteers Signature.....

Date.....

Head teacher Signature.....



Application to join Flakefleet Primary School as a volunteer

Name:	
Other names known by (including maiden names):	
Date of Birth:	
Address:	Postcode:
Telephone:	Telephone number in case of emergency
What skills / areas would you like to help with in our school?	Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a volunteer in school? (please give details)

Thank you for taking time to complete this Volunteer Information Sheet. Your offer of help is appreciated and we will be in touch shortly.



Is your application connected to a college course /qualification

Yes /No

If yes, please complete the following:

Name of college:	
Address:	Postcode:
Course Details:	Link Tutor:
Your Name:	Telephone:
Qualification:	Length of course: _____ years / months

Please complete the following to give accurate details of when and how long you are available for.

I wish to work in school on the following days: (please circle)

Monday Tuesday Wednesday Thursday Friday

I would be available to work

From:-.....

To:.....

My work would be supervised by: (if linked to a college qualification)

My work would be supervised:

My work would be supervised:

- Weekly
- Termly
- Half termly
- Other (please specify)

If accepted, I understand that I will need to attend an induction meeting led by a senior leader at Flakefleet School and will need to be aware of, and follow all school policies.

Signed:.....

Date:.....

