



Full Governors

03.12.25

Signed *in BA*

Code of Conduct – Volunteers and students

Statement of Intent

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 the school (including school trips).

Volunteers should;

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and pupils, and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies, for example, the Anti-Bullying, Behaviour, GDPR, and Health and Safety policies
- Maintain confidentiality of personal information at all times, unless there is a need to report something. This also applies to anything heard around school and in the staffroom.
- Treat all children and members of staff equally.
- Report any incident of poor behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the class teacher 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 to the supervising staff member any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Leave any mobile phones in the school office while on school premises.

Volunteers should never:

- Tell a child off. Volunteers are not expected to discipline children. If there are any problems, the class teacher should be informed straight away and he/she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the headteacher.
- Work with children when not in the proper physical or emotional state to do so. For example: under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Share personal contact details with pupils or make personal arrangements to meet children outside school.
- Add pupils on any form of social media.
- Discriminate favourably or unfavourably towards a child.
- 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 headteacher. For example, outgrown sports kit, football boots or uniform.
- Discuss any subject with the children that is not age appropriate.

Amy Broad

Reviewed autumn 2025

To be reviewed autumn 2028

