

Policy



St Michael's Easthampstead CE Primary School

Volunteer Code of Conduct

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Volunteer code of Conduct
Brief Description:	This document provides our expectation of the behaviour and responsibilities of volunteers in our school.
Status: Statutory/non-statutory	Non -statutory Policy
Other related policies and procedures:	SEN Policy Behaviour Policy Child Protection and Safeguarding
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	13/10/2025
Frequency to be reviewed	Annually
Latest Date for Next Review:	September 2026
Version + Schedule of Amendments:	2 – Updated gifts information and name of DSL
Signed:	Shaun Riordan
Position:	Headteacher
Date of Signature:	13/10/2025

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Kindness, Respect, Honesty and Aspiration

Code of conduct for volunteers

Context:

As a community of active learners, we welcome the support and expertise of visitors and volunteers from wider society. This document sets out our expectations of the behaviour and responsibilities of volunteers to our school.

By signing this form, volunteers agree to the following:

1. School rules and policies

1. Volunteers will follow all school rules and policies, including those on:
 1. Child protection
 2. ICT and internet acceptable use
 3. Online safety
 4. Mobile phones
 5. Data protection
 6. Health and safety
 7. Equality
 8. Whistle-blowing
 9. Behaviour
2. Copies of the school policies are available online or from the school office

2. Professional conduct

1. Volunteers 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, Kate Kearney.
2. Behaviour management is the responsibility of school staff. If volunteers 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 reprimand pupils or issue sanctions.
3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 1. Dressing in a way that is professional and appropriate to the work they are doing
 2. Refraining from using inappropriate language
 3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

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4. Behaving in a way that is appropriate for the role they are undertaking
5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
4. Volunteers 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”. Vouchers and monetary gifts of any value should be declared to the Senior Leadership Team and recorded. Other physical gifts valued at over £25 must be declared to the Senior Leadership Team. Cash gifts cannot be accepted at any level.
5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’s parents have consented.
6. Parent volunteers 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.
7. If a volunteer 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

3. Safeguarding

1. Volunteers 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.
2. If volunteers 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 Shaun Riordan and the Deputy DSL is Kate Kearney.
3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them and must be supervised by a member of staff.
4. Volunteers 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:
 1. Exchanging contact information
 2. Making contact with pupils outside of school, including on social media
 3. Arranging to meet pupils outside of school
5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

1. Volunteers must abide by the school’s health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
2. Volunteers must be familiar with the school’s fire safety and emergency evacuation procedures.

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3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

5. Confidentiality

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

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.

Please sign and date below:

Name (PRINT):

Signature:

Date:

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