



'HELPING HANDS'

A CODE OF CONDUCT

FOR ALL VOLUNTEERS WORKING WITH CHILDREN IN SCHOOL

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| <u>Responsibility:</u> | Headteacher |
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Thank you for showing an interest in volunteering to work in the school. Your time will be much appreciated by the staff and the children you work with. By helping in school you will be contributing to the school's values of Growth, Respect, Enjoyment, Ambition and Togetherness, making our school GREAT!

Process

This Code has been developed in the light of recent legislation regarding children's safeguarding.

This policy is one element of the school's Safeguarding Procedures. It is a shortened version of the 'Code of Conduct for All Adults Working with Children in School' (2009).

Aims

This Code of Conduct is an explicit statement regarding the expectations of all volunteers. It underpins the school's professional values and the safeguarding of all pupils. The Code is supported by the document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' (IRSC 2005).

Underpinning principles

- The welfare of the child is paramount
- Adults who work in school (AWWS) are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- AWWS should work, and be seen to work, in an open and transparent way
- AWWS should discuss with, and/or take advice promptly from, a member of staff over an incident that may give rise to concern e.g. the class teacher, teaching assistant
- Records will be made of any such incident and of discussions made/further actions taken, in accordance with school policy for keeping and maintaining records
- AWWS should apply the same professional standards regardless of gender, sexuality or disability
- AWWS should be aware that breaches of the law could result in criminal or disciplinary action being taken against them

Key values for volunteers working in school

It is agreed that the following values are intrinsic to an effective professional working environment:

- Punctuality
- Careful use of resources to ensure good value for money and the safety of children and other adults
- Confidentiality- A great deal of information in school is on a 'need to know' basis. Avoid talking unnecessarily about children's 'problems', especially with other parents. What is seen in school needs to remain in school.

- An awareness of core values of the school (see above)

Working with children

The first concern as an adult working with children is the health and safety of the child. Adults must be constantly asking themselves what dangers may be involved in any activity, no matter how harmless it may seem. Each activity calls for an informal 'risk assessment' to be undertaken before hand.

Please be aware of concerns regarding individual supervision of children. Do not remain alone with a child in a closed room; always leave the door open, where you can be seen by another colleague, or arrange for another colleague to be with you.

Also be aware of concerns regarding physical contact with children, which should be kept to a minimum.

All adults in school are expected to be good role-models throughout the school day, indeed any time they are working with children. Being a positive role- model involves many things, such as:

- Being polite and courteous to other members of the school
- Being considerate to the needs of others
- Dressing appropriately (in line with what teachers/teaching assistants wear)
- Being consistent with children
- Treating children with respect and understanding
- Treating school resources and equipment with care
- Having high standards in everything one does in school

While it is very important to develop good relationships with children it is also vital that children do not become over dependent on particular adults in school. For example, rather than saying 'you can always come to me if you have a problem' you could say 'there is always an adult in school you can go to if you have a problem.'

Equal opportunities

Through this Code of Conduct all members of the school have their rights to equal opportunity affirmed. No adult or child will be discriminated against because of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability or social circumstances.

Health and safety

It is each individual's responsibility to be clear about health and safety issues. This means that adults must be aware of the health and safety of all children, their own health and safety and the health and safety of other adults in the school. Please pass on any concerns about health and safety to a member of staff.

Dealing with breaches of this code

In cases where the code has been breached in a minor way, or it has been alleged that the code has been breached, the person(s) involved will be required to have a chat with an appropriate member of staff so that issues can be resolved quickly.

