

# Great Bardfield Primary School Volunteer helper and Work Placement policy.

## Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

## 1. General Requirements

As a Volunteer of the school, you must:

- Attend your placement;
- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Follow safeguarding procedures.
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Follow reasonable management instructions (from members of the Senior Management Team/ Leadership Team), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, For colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;
- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

## 2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;

- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child;
- Ensure that reports are based on factual and objective information.

### **3. With Parents/Carers**

- To only discuss a child with a parent/carer with the express permission of the Head Teacher.

### **4. With Colleagues**

- Exercise the duty of care to all colleagues – for their physical and emotional health and well being;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;
- Give accurate references that are fair, truthful and objective, if requested.

Policy Date: September 2015

Ratified by Governors: September 2015

To be reviewed: September 2017