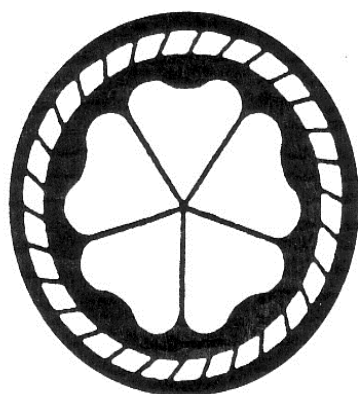


Volunteer Helper Policy

Great Bardfield Primary School



Approved by:	Alison Kerrell (Headteacher)	Date: October 2019
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Last reviewed:	October 2019
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Next review due by:	October 2021
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Great Bardfield Primary School

Volunteer helper and Work Placement policy

Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for volunteer helpers, 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. If a volunteer helper is found to be in breach of the policy they will no-longer be invited to help at the school and further action may be taken.

1. General Requirements

As a Volunteer Helper of the school, you must:

- Follow safeguarding procedures;
- Follow Health and Safety procedures;
- Take care of yourself and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school;
- Conduct yourself in a manner consistent with these statements at all times;
- Work under the guidance of the class teacher and headteacher;

- 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;
- Maintain highest levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- 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 Teachers.

