# **Corringham CE Primary School Volunteer Code of Conduct**

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

* Observe the high standards of behaviour and ethical conduct mandated by the school.
* Respect other volunteers, members of staff and pupils, and make them feel valued.
* Be approachable, pleasant and positive role models for pupils.
* **Confidentiality is essential:** Anything you see or hear regarding children, families, or staff must remain private. Breaching confidentiality may result in your placement being ended.
* **Being in school is a privilege:** We appreciate your time and commitment. Please treat your role seriously and respectfully.
* Adhere to all school policies, including the Child Protection and Safeguarding Policy.
* Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
* Treat all pupils and members of staff equally.
* Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
* Dress appropriately and behave in a manner which promotes healthy and safe working practices.
* Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
* Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
* **Respect the staffroom:** The staffroom is a private space for school employees. Please only enter if you’ve been invited or given permission by a member of staff. It is not a space for children unless you are specifically asked to do so.
* Turn off mobile phones while on school premises.
* **If your own child is involved:** Always allow another member of staff to handle the situation. Volunteers should not manage or respond to their own child's behaviour while volunteering.
* **Maintain professional boundaries:** Avoid physical contact unless necessary (e.g., first aid, or comforting a child in distress — and only in line with school guidance).

Volunteers will not:

* Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
* Shout at, hit, threaten or handle a pupil.
* Take photographs in school without the prior permission of the headteacher.
* Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
* Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
* Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
* 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, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined in this policy.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**