



# Code of Conduct for Volunteers

Phoenix Community Primary School

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## Introduction

Welcome to our school. Thank you for showing interest in helping us in school. We value and appreciate the support which our voluntary helpers give us. This document is designed to give you some basic information to help you as a volunteer. If anything is unclear or you have any further questions, please ask.

## General Principles

All volunteers must now be Disclosure and Barring Service (DBS) checked. You will need to speak to a member of the office staff who will assist you with the process. You will need two forms of identification such as a passport, driving licence, birth or marriage certificate and some proof of where you live such as an electricity or gas bill which is not more than 3 months old.

All visitors to school must report to the office on arrival; this is for security and fire reasons. Visitors will be given a visitors badge which must be worn at all times whilst in school so they can be identified, this includes parents, work people etc. All visitors must sign in and out of school in the official school signing in book, indicating time of arrival, purpose of visit, and time of departure.

## What You Might Do

We need many different kinds of helpers in school. We need lots of different types of help. We need help with:

- small group work
- reading to and with children
- the library
- group discussion
- sports day
- visits
- helping to prepare resources

## Who You Might Work With

There are seven classes in our school; they all appreciate help from volunteers. However, if you already have worked with a particular age group or are looking for age specific experience, please let us know. As a general rule we assign volunteers to help in classes other than those which their children or siblings are in. This is because it can be distracting for the child to have a member of their family in class and we want what is best for the children who come to Phoenix School.

Our Deputy Headteacher or other designated person organises where our volunteer helpers are placed. They are always happy to listen to your preferences and will find out from staff where support is particularly needed.

If you would like to be a volunteer, please help us by:

- not taking on more hours than you can really commit to – reliability is most important
- You can commit to a lower amount of time initially and then increase if you are enjoying your volunteer role
- letting us know if you cannot come in
- signing our visitors' book when you first come in to school
- leaving a contact number in case we need to let you know something urgently
- letting us know if there are any health concerns we should be aware of

## Having a Break

We all need our break times and lunch times. You are welcome to go in the staff room, when not working with children, where free tea and coffee is available. The toilets are adjacent to the staff room.

## In Case of Fire

Please make sure that you are familiar with the directions to the nearest emergency exit. They are displayed in every room. If the fire alarm should sound, please leave the building by this exit with any children who may be working with you. Once you are at the designated assembly point, please reunite the children with their class and report to Mrs Davis, Office Manager.

## Confidentiality

When you are in school you may overhear conversations about particular children and you may witness things such as behavioural incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child, please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to either the class teacher, the Deputy Headteacher or the Headteacher.

## Safeguarding

It is very important that if you have any concerns about a particular child – it might be something they have said to you or something you have noticed about them – please inform the class teacher immediately. If they are not available, please speak to the Designated Safeguarding Lead (DSL) which is the Headteacher or the Deputy Headteacher.

As part of your induction you will undergo an overview of our safeguarding training as every person within the school must understand how to **Recognise, Respond, Record and Refer**. Safeguarding is everyone's responsibility.

Please make sure that if you are out of the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE or Games.

## In the Classroom

If you are working on an activity independently of the class teacher, please make sure:

- you are clear about what you are expected to do – if not, ask!
- you know the names of the children
- you know how much support is required – we also need to encourage children to be independent
- you know how long you have been given
- that you refer any difficulties you may have had with any individuals to the class teacher

## Health and Safety

We are sure you are aware of how important it is to be cautious in school. If you see anything that:

- looks like it might be a hazard
- makes you feel uneasy
- is not part of your normal expectations for the school

Please make the class teacher, Deputy Headteacher or Headteacher aware. Hazards can be reported in the Health and Safety book which you can ask reception staff to help you with. If unsure about any aspect of health and safety, please ask.

## Where You Might Go from Here

If you enjoy being a volunteer in school, there are lots of opportunities in education that you might wish to consider. You might be interested in working as a teaching assistant or helping with an after-school club. There are sometimes opportunities for support staff either in the office or at lunchtime. You might even want to consider training to be a teacher. We like to think that we could help you wherever you might wish to go – or if you're quite happy to stay as you are! Let us know how we can help you – after all, you have helped us!

We do hope that you enjoy working with us and thank you once again for your support!

## Appendix 1 – Volunteer Agreement

I have received a copy of the School's Code of Conduct for Volunteers Policy

I agree to support the School's Aims and Core Values.

I agree to treat information I learn from being a Volunteer in School as confidential.

I understand that I am required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer.

I have read and understood the Health & Safety, Safeguarding, Whistleblowing and the DFE's 'Keeping Children Safe in Education 2018 Part 1' and will abide by the procedures set out in them.

Signed ..... Date ..... (Volunteer)

Signed ..... Date ..... (Headteacher)

Links:

Health & Safety: <https://www.phoenix-primary.kent.sch.uk/images/2-about-us/school-policies/Health-and-Safety.pdf>

Safeguarding: <https://www.phoenix-primary.kent.sch.uk/images/2-about-us/school-policies/Child-Protection-Policy.pdf>

Whistleblowing: <https://www.phoenix-primary.kent.sch.uk/images/2-about-us/school-policies/Whistleblowing-Policy.pdf>

DFE's 'Keeping Children Safe in Education 2018 Part 1':

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741315/Keeping\\_Children\\_Safe\\_in\\_Education\\_2018\\_Part\\_One\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping_Children_Safe_in_Education_2018_Part_One_14.09.18.pdf)