



## **St Edmund's Catholic Primary School**

To be signed by the volunteer and returned to the school office

### **Welfare and Safety of Volunteers and Children**

We undertake to ensure that any activities in which you are involved are planned properly and safely. Also, that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, and that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

### **Code of Safe Conduct**

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance (e.g. smacking children). Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

The following gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including being safe from the possibility of allegations being made against them.

You must:

- observe people's rights to confidentiality (unless you need to report something to the Headteacher, e.g. child protection concerns)
- adhere to the school's 'Child Protection', 'Behaviour' and 'Health & Safety' policies, and also be aware that no photographs or videos be taken without consent
- behave in a mature, respectful, safe, fair and considered manner
- provide a good example and a 'positive role model' to pupils, with clear parameters, which identify the volunteers' roles as facilitators of learning and good behaviour
- not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
- not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating
- treat all children equally, never build 'special' relationships with individual children or confer favour on particular children
- not discriminate favourably or unfavourably towards any child.
- not discriminate against a child by treating them less favourably because of their sex, race, disability, religion or belief.
- not make arrangements to contact, communicate or meet children outside of your work, including social networking websites
- not develop 'personal' or sexual relationships with children



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- not push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
- not embarrass or humiliate children
- not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE Kit, football boots, uniform
- not allow, encourage or condone children to act in an illegal, improper or unsafe manner, e.g. smoking, drinking alcohol
- not behave in an illegal or unsafe manner e.g. exceed the speed limit, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy or otherwise unsafe or not properly insured, use a mobile phone, fail to use seat belts/ booster seats or drive safely whilst transporting children
- never undertake any work with children when you are not in a fit and proper state to do so, e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.

In addition, all staff should take reasonable care when helpers are working one-to-one with a child. This should be undertaken in a room or place in the school where they can be seen by other adults in the school (i.e. should be in a room with the door open or where they are clearly visible through windows)

- Report to the Headteacher:
  - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation
  - Any difficulties you experience, e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well
  - Any behaviours of another person working for the school, which gives you, cause for concern (you will be protected by our 'whistle blowing policy' in these circumstances)

I \_\_\_\_\_ have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

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

Many thanks for your support of the school and its arrangements for the safety and care of children and adults in our school community.