



A place for learning, caring, sharing and growing together.

Volunteer Agreement and Code of Conduct

I confirm that I will comply with the requirements of Bridlewood Primary School:

1 Be visible and located at all times:

- Make sure you sign in and out of the building at the office / reception
- Wear a visitor's badge at all times
- Let the contact person be aware of where you are working

2 Read and understand the following policies and procedures:

- All aspects of the Schools Safeguarding and Child Protection Policy
- Complaints Policy and Procedure
- Equal Opportunities Policy
- Behaviour Policy
- Whistleblowing Policy and Procedure
- Health and Safety Policy

3. Absence

- You are required to inform the school, before 8.00 a.m., if you are unable to attend when you are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises.

4. Confidentiality

- You are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 1998. There may be instances where you **MUST** pass information to the headteacher or Class teacher. These include incidents where the child is bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher as soon as possible.

5. Internet use and social networking

- You are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

6. Equal Opportunities

- Bridlewood Primary School does not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Code of Conduct for volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in all activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You should:

- 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 a positive role model for pupils.
- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of poor behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Refrain from using your mobile phone while working with children, unless it for an emergency or for communication on a trip.

You should never

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook and Instagram.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory



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Headteacher: Mrs V Sammon

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 your Headteacher,

I, _____ have read **Bridlewood Primary School's Code of Conduct and Volunteer Agreement** and agree to abide by the safe code of conduct.

Signed _____ **Date** _____

Copy to be retained on file)