



Safeguarding Code of Conduct for Governors and Volunteers

Reviewed September 2022

Abbey Primary School

Safeguarding Code of Conduct for Governors and Volunteers

Volunteering can take many forms from being a school governor, helping once a year at the Summer Fayre to being a regular helper in the classroom. Volunteers are a valuable part of our school helping with reading, filing work, staffing the library, cooking, serving refreshments, making costumes ... in fact volunteers are everywhere.

The rules for volunteers are the same as for staff and children. We would ask you to follow the code that we have agreed for all adults on site - that we should be polite, considerate and self- disciplined. Pupils will watch us and follow our example.

The school has a clear Behaviour Policy. As a governor or a volunteer you are **not** expected to discipline children.

If there is a problem

- Tell the teacher
- Never shout at a child
- Never hit, threaten or manhandle a child
- Never be left in sole charge of children
- Never be left alone with a child
- Observe the school's confidentiality policy at all times

Expectations of Governors and Volunteers

- It is important for pupils to see all adults in school as role models, so please remember this at all times.
 - Your help will bring you into close contact with staff and pupils. Please remember that much of what you see in school is confidential, so do not talk about it outside of school.
 - Always remember that you are not expected to make judgements about pupils' abilities. Any personal views you may have about a pupil's ability should not be disclosed.
 - Always listen carefully to the requirements and instructions given by the class teacher or head teacher and try to carry them out to the best of your ability.
 - When in class do your best to reinforce to pupils the instructions given by the class teacher.
 - Should you have concerns over individual pupil behaviour you should report these to the class teacher.
- You are not responsible for disciplining children.**
- Unless the matter cannot wait remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
 - Do your best to build positive relationships with pupils and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can.
 - Although it can be tempting please do not use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work it could lead to other parents feeling you have taken advantage of your position as a volunteer/governor.
 - The school has an Equality Policy. This means that you must speak and act at all times in a way which respects pupils, staff, governors and members of the Believe Trust whatever their race, nationality, colour, gender, sexual orientation or disabilities.
 - You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid any physical contact with pupils, even touching. Also remember that you should not get drawn into inappropriate topics of conversation with pupils or engage in communication with them via social network sites.
 - If a pupil begins to talk to you about matters which disturb you, please talk to the head teacher who is the designated teacher for child protection.
 - In general if you are in any doubt about anything always ask the advice of a member of staff or the head teacher.
 - You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a governor or a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously we hope and expect that such a situation will never arise.
 - You need to be aware that the school will carry out a DBS check on all regular volunteers assisting in school. This check is for the safety of the children which you will agree is of prime importance.
 - Finally we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the school.