

Normandy Village School

VOLUNTEER CODE OF SAFE CONDUCT POLICY

South Farnham Educational Trust & Normandy Village School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Disclosure and Barring Service (DBS) Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and the Local Authority sets out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that in certain circumstances, depending on the nature and regularity of your help and also the level of unsupervised access you have with children, we may need to ask for your permission for a DBS check.

Depending on the level of check required we will check that: you are not included on Department of Health or Department for Education lists of those people who have been barred from working with children, you do not have convictions, the police do not have any relevant information about you which suggests that you are unsuitable to work with children.

We appreciate that some volunteers find this intrusive and unacceptable. However, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the headteacher) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with the Headteacher.

Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with 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, also 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 from that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance (e.g. smacking children). Furthermore, 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, therefore, 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 from the possibility of allegations being made against them.

You must:

- Adhere to the school's Child Protection, Behaviour, Physical Intervention, Photography and Video, Health and Safety, E-Safety and Whistleblowing Policies that are displayed on the school website.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- 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.
- Observe people's rights to confidentiality (unless you need to report something to the headteacher e.g. child protection concerns).
- 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 make arrangements to contact, communicate or meet children outside of your work.
- Not develop 'personal' or sexual relationships with children.
- 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 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.

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 for which you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviour of another person working for the school, which gives you cause for concern. (You will be protected by our 'Whistleblowing policy' in these circumstances.)

