Approval date: September 2026
Review date: September 2027
Committee: Curriculum & Standards

Volunteer Code of Conduct

Thank you for volunteering to support the children at Mylor Bridge CP School. There are many events which cannot take place without willing volunteers so thank you for giving your time in this way.

Mylor Bridge CP School is committed to safeguarding the pupils in our care and ensuring they have the best possible opportunities to be the best that they can be.

This document provides guidelines for volunteers in aspects of Conduct; Safeguarding; Health & Safety; and Confidentiality. You must read and sign this document and return it to the school office before you are able to volunteer. If you have any questions about this code of conduct, please speak to the headteacher, Hannah Pallôt.

Conduct

1.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required.
1.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are finding the behaviour of pupils with whom they are working challenging, they should alert the class teacher immediately.
1.3. Volunteers must not attempt to reprimand pupils or issue sanctions.
1.4. Volunteers must conduct themselves in a professional manner at all times. This includes:
  1.4.1. Refraining from using inappropriate language
  1.4.2. Behaving in a way that is appropriate for the role they are undertaking
  1.4.3. Dressing in a way that is professional and appropriate to the activity they are doing
  1.4.4. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  1.4.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
1.5. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".
1.6. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
1.7. Parent volunteers with children at the school must not act in a way that favours their own child. They may not use their time as a volunteer to discuss their child's education with school staff.
1.8. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

Safeguarding

2. 1 If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they must speak directly to a Designated Safeguarding Lead (Hannah Pallôt), or a Deputy Designated Safeguarding Lead (Matt Collinge or Sam Shainberg)
2. 2 Volunteers must refrain from physical contact with pupils. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

2. 3 Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
   2.3.1. Alerting the DSL if a pupil develops an infatuation with them
   2.3.2. Exchanging contact information
   2.3.3. Arranging to meet pupils outside of school
   2.3.4. Making contact with pupils outside of school, including on social media
2.4 Volunteers must not take or share photos of pupils unless instructed to do so by the class teacher using a school device

Health & Safety

3.1. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
3.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
3.3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge for the duration of their time volunteering.
3.4. The responsibility for embarking and disembarking from vehicles is the sole responsibility of the member of staff in charge unless they have given explicit instructions to assist.
3.5. The member of staff in charge is responsible for organising and leading the movement of groups as they will assess the risks. Volunteers are not to lead or move children without the explicit instruction of the member of staff in charge.

Confidentiality

4.1. Information about pupils, parents and staff at the school is confidential, and must not be shared with anyone else.
4.2. Volunteers must not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or other relevant person.
4.3. In this role, you are upholding the school ethos and aims. This carries responsibilities on your part, including the requirement to ensure all school matters remain confidential. By signing this agreement, you agree to uphold the Mylor Bridge CP School's Confidentiality policy.
4.4. Examples of confidential information are: -

- Privileged information e.g. notices on staff notice boards or conversations between staff members.
- Information about staff, pupils and events that occur within our school and its grounds e.g. a parent asking you, as a fellow parent, how their child is doing (behaviourally or academically) in school. To ensure confidentially is not breeched or misinterpretations are not made, you must refer them to the class teacher.
- Any concerns that volunteers have about the children they work with / come into contact with must be voiced with the class teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be

highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

- Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the DSL or, if appropriate, refer to the school's Safeguarding Policy arrangements for dealing with concerns about a child.

I understand that I may have access to confidential information, that it is my responsibility to maintain the integrity of this information and to ensure it is kept private. I further understand that disclosure of any confidential information may result in my services as a volunteer no longer being required.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Signature _____

Print Name _____

Date _____