



### Volunteer or Visitor Code of Conduct 2024

ALL volunteers and visitors, without an enhanced DBS, must have a risk assessment completed prior to starting.

ALL volunteers and visitors must sign to say that they confirm there are no reasons why they should not work with children.

This policy must be read in conjunction with Keeping Children Safe in Education part 1 2023, our Child Protection and Safeguarding Policy, Health and Safety Policy, Acceptable Use Policy, Whistle blowing and Guidance for Safer Working Practices.

This document aims to support all visitors in understanding the expectations of them on a day-to-day basis. It makes reference to many other school policies for further reading.

#### Supervision and Child Protection

- All safeguarding policies [as mentioned above] must be read **before** coming into St Stephen's or in exceptional circumstances when in the Office Area.
- All visitors and volunteers must read and comply with Keeping Children Safe in Education [part 1] our schools Child Protection and Safeguarding Policy /Guidance for Safer Working Practices [and **all** related policies and documents including Guidance for Safer Working Practice Policy] and sign that you have read all documentation.
- All visitors and volunteers must read 'what to do if you are concerned about a child. A step by step guide.'
- **All volunteers and visitors should have had safeguarding training within 12 months and provide evidence.** Where this has not happened as yet, the adults must read the safeguarding summary. **Everyone is responsible for Child protection and Safeguarding.**
- **All must report any concerns about children, staff or any adult with contact with children even if it is a sense of unease or a nagging doubt. Please report to the DSL, deputy DSLs. If you are unable to speak with these people please contact the Chair of Governors or Safeguarding Governor. Their numbers are displayed in the staffroom.**
- Any concerns about mental health of any adult or child should be discussed with DSL/deputy
- **Any potential gaps in safeguarding procedures or policies must be discussed with DSL/deputy**
- Any comments that leads a person to believe that Domestic Violence has occurred must be reported to DSL/deputy
- **Any visitor or volunteer without a DBS** must not walk freely around the building or be alone with children, they will be assigned a green lanyard.
- If the visitor and volunteer has a DBS, and has received training, they must wear a red lanyard or a visitor sticker.
- All must sign to say they have read the policies and will adhere to them before being allowed to work/support within the school.
- All adults must wear a lanyard or visitor sticker at all times at school – so that children and adults can identify a trusted adult. Any adult not wearing a lanyard or visitor sticker during the school day must be approached.
- All visitors or volunteers understand what to do in case of an emergency [office staff to brief] – fire, lockdown, critical incident and if this has not happened the visitor or volunteer must alert a member of staff.
- Phones or any other digital equipment must not be used whilst with children

- Any visitor or volunteer must not share inappropriate views or behave in an inappropriate manner as stated in Guidance for Safer Working Practices. Any form of prejudice or discriminatory behaviour or speech will not be tolerated. Any form of sexual language or behaviour, even if meant as a compliment must not occur. This behaviour will never be seen as banter.
- In each room please make sure you are aware of the guidance posters – ‘what to do if you are concerned about a child’, medical information, Fire Action. All visitors and volunteers must read these before coming into school. These are also found on our website.
- If any Child Protection issues do arise you must report them to the Designated Safeguarding Lead, **Elizabeth Bachour** or the deputy DSLs: Jessica Morrison, Naomi Mulholland, Lydia Cuddy-Gibbs, Hannah Smart Jo Meier. Please speak to the DSL in person or by phone.
- All must adhere to Food Policies for the protection of children and adults – e.g. **strictly no nuts policy** applies to all.
- All volunteers or visitors who run a club must have a DBS, have completed safeguarding training every year and at least one member must have first aid training.
- Children are **not** left unsupervised in any room of the school at any time.
- Registers must be completed immediately when children come into class or a club run by a visitor or volunteer. Any missing children must be reported to the office immediately.
- If the volunteer or visitor is in charge of children after or before school, children must not be allowed to go to the toilet on their own.
- Children do not leave school during the school day unless accompanied by their parent/carer, authorised adult or 2 members of staff. They must not leave with visitors or volunteers unless sanctioned by the headteacher and parent. [ Emergency medical care would be the only exception]
- At all times, children move around the school quietly- walking on the left. Classes will be fully supervised by an adult. Children will understand that this is for Health and Safety reasons and out of consideration for others.
- Children must not use their mobile phone in any part of the building, including the playground, or on school trips unless authorised by SLT and accompanied by a teacher e.g. contact parent
- Children do not go to resource areas without adult supervision. This includes the PE, Music, Art stores, photocopier, laptop trolley. All equipment will be collected and prepared before the designated start of a lesson.
- **Please ensure that each child is handed over to a known adult unless they have written permission to go home alone.**
- Any child not picked up must be taken to the school office so parents/ carers can be contacted. If this happens regularly, this must be reported to the DSL.
- Classrooms must adhere to the School Learning Environment Policy and Health and Safety Policy. In particular, classrooms must be free of floor-clutter – bags and coats which could be a trip hazard.

### Policies

- Please make sure that you are aware of the content of all key policies and follow this guidance. Be especially aware of Standards, all Safeguarding and Child Protection policies, First Aid and Medical Needs, Health and Safety, Critical Incident Policy, Inclusion and Equality, Behaviour. All policies can be found in Google Shared Drive. You will be required to complete an online document that confirms that you have read and understood safeguarding policies, attended training and will adhere to policy and other areas highlighted within the CPD.
- Following School Policy offers you protection in case of any dispute.

### Health, Safety and Medical

- All must read and comply with the Health and Safety Policy.
- If you do not understand aspects of policy or risk assessment – please ask!
- You must know the fire routes from each area that you are visiting or working

- In case of fire or any other emergency evacuation, the responsibility of the class teacher[ supply teacher] and support staff is to get children out of the building using the fire exit route or through the nearest exit shutting windows and doors as you leave. Carry out a headcount immediately. It is vital that you are always aware of how many children should be in the class. Remain outside the building until told it is safe to return. Children leave the building walking in silence and remain silent until back in class. Please make sure children understand this and are aware of fire exit routes from rooms where they might be working. They need to understand what to do if they are not in class at the time of the alarm.
- All must be aware of the Lockdown and Critical Incidents Policies and know what to do in the event of an event which may need us to use these policies.
- Children sent to the Reception office because they feel ill will have a note from their teacher/ TA/ LSA and come with another child/ an adult.
- It is the responsibility of an adult supervising or witnessing a head injury to inform the office and first aider
- **All must be aware of anyone in their group that has a medical condition in their care and alert a first aider if you have concerns. You must read the Health Care Plans which are available in the Red first aid bags**
- When on site/ off- site the medical information and any associated equipment **must** be taken e.g. inhalers. All of this can be found in the First Aid Bags. The person leading the class [ including supply teachers or covering staff/ coaches] must be responsible for checking the first aid bags that all medical equipment is in before leaving.
- Off site forms - adults leading a group/ class, including visitors such as supply teachers and coaches, must sign an off-site form once they have **personally checked** all medical equipment is packed in the medical bag and notify how many children are leaving the premises. The office staff will carry out a further check.
- All staff are responsible for switching off lights, air- conditioning, projectors or other electrical equipment and shutting windows, locking external doors before leaving the classroom.
- All downstairs doors to the playground must remain locked unless letting children out or in
- All staff are responsible for school security – ensuring the doors are secure and visitors are only allowed into the building once identified.
- Please ensure that chairs are up or down according to the rota from cleaning staff.
- Any required procedure will be followed indefinitely unless you are asked to make a change.

### Inclusion

- All visitors must ensure that they have read any information that they will need if working with a child with additional needs

### Professional Standards

- All volunteers and visitors are expected to read all policies and take particular note of Child Protection and Safeguarding, Whistle Blowing and Health and Safety Policies.
- All should always strive to take a positive, solution- driven approach to all aspects of school life and should avoid spreading negativity
- The behaviour of all should be in line with our school values.
- Behaviour in and outside school must be in line with the school values and not bring the school into disrepute
- Physical contact with children is not allowed. If a child looks for a hug or comfort, please ensure this is short and move your body to the side. In an emergency , staff must be called to assist. Staff will adhere to Positive Handling if a child is putting themselves or others in danger.
- As a result of learning from a local Serious Case Review, there will be no use of alcohol on site during school hours. Volunteers and visitors must not be under the influence of alcohol during these times.
- During social events run by the school or FOSS, where children are present, volunteers are expected to moderate alcohol consumption and should still maintain their professional standards of behaviour

- All volunteers must adhere to Acceptable Use policies.
- Personal devices can only be used in school with the permission of SLT and this will be recorded.
- All visitors must join the school's wifi network on arrival. The office staff can support visitors with this. Schools are obligated under DfE's 'filtering & monitoring' standards and must have systems in place to ensure no unsuitable or illegal material is being accessed whilst on school premises. Ensure mobile data is turned off on arrival.
- Devices must not be plugged into the school sockets unless they have been safety checked by an electrician and are tagged.
- Mobile phones are never to be used when teaching or working with / near children.
- DSL may need to use a phone to complete the CPOMS double security process.
- We do not recommend that you bring in or store personal items in schools, particularly possessions that do not fit in with our safeguarding policy, school ethos or professional standards. If you do, the school will not take any responsibility for loss or damage.
- Communication with parents, children and other staff is always professional.
- Communication with parents and children must be work- related and this should not happen outside school hours without SLT permission
- All information received or heard regarding school business is strictly **confidential**
- All communication outside school must not bring the school into disrepute or have reputational damage
- Social media must not include reference to any staff, children or business in school
- Class i-pads must be used to photograph, record or film children. You must not use your own equipment.
- Postings on social media must be in line with professional standards of behaviour and ethics.
- All must be aware that it is a serious criminal offence for them to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity
- All must take a politically neutral stance when communicating with children and parents. Political movements must only be discussed as part of an agreed curriculum.
- All behaviour must be in line with the code of conduct, the school ethos and British values.
- Unless it is part of an employee's normal duties or authority has been given by the Head, no person visiting the school shall communicate either directly or indirectly with any journalist representing the press or broadcast media on issues involving the Council, where it could be interpreted that the employee was speaking on behalf of the Council, or improperly divulging information gained in the course of Council employment. This includes producing written or oral material for publication or broadcast and appearing in person on television or radio.
- Visitors and volunteers must declare to their membership or involvement in any organisation characterised by the following:
  - Openness generally denied to anyone without formal membership;
  - Membership includes commitment of allegiance by the taking of an oath or similar procedure; and
  - Secrecy exists about rules, membership or conduct