

# Maids Moreton C.E. School



## Volunteer Code of Conduct

Maids Moreton C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

### 1 INTRODUCTION

This Code of Conduct has been prepared to provide a clear framework of guidelines on the expectation and conduct of all volunteers in our school. All volunteers will be asked to read and sign this Code of Conduct. If behaviour falls below the standards in this code, volunteers may be prevented from continuing with their volunteering role.

This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some areas of common agreement and potential risks of accusation whilst working in a school environment. It does not replace the general requirements of the law, common sense and good conduct.

If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not is covered in this Code of Conduct, please consult the Headteacher.

### Visitors and Volunteers Procedures

Before starting as a volunteer you need clearance by school through the DBS process. The school administrator will guide you through this process. For security and fire regulation purposes, please ensure that you sign in and record your time of arrival and departure in the visitors' book in the entrance hall. We draw to your attention the evacuation procedures in the event of fire or emergency. Please also collect a visitor lanyard which must be worn throughout your visit.

The children are instructed not to open the main door, again for safety reasons. Please do not think them rude if they do not open the door when you are waiting. Please ring the bell on the intercom system and a member of staff will let you in. Visitors must report to the school administrator who will be happy to direct you to the person with whom you will be working.

The teacher with whom you are working, will discuss the purpose of your visit and will be there to support you at all times. A teacher should be within the vicinity of your work. All visitors should be willing to abide by the Confidentiality Policy and Safeguarding Policies which are available to view on our school website. Any concerns must be reported to the Head Teacher.

### 2 SAFEGUARDING PUPILS

2.1 Volunteers are responsible for reporting any safeguarding concerns to an appropriate member of staff, usually the class teacher

2.2 Volunteers may be asked to pass on information to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL is the Headteacher, Keira Ainsworth. Clare Bristow is the Deputy DSL

2.4 Adults cannot promise a child to keep a secret. If a pupil discloses a safeguarding concern then this information must be forwarded to the DSL

2.5 Volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare

2.6 All volunteers must read and understand the school safeguarding policy

### **HOW TO REPORT CONCERNS ABOUT A CHILD**

If volunteers have any safeguarding concerns about a child, they should inform their classteacher as soon as possible after the event. They should not attempt to question the child, but should record what has been said.

### **HOW TO REPORT CONCERNS ABOUT AN ADULT**

If you have any concerns about the actions of a member of staff or volunteer, you should contact the DSLs. If you feel appropriate action has not been taken, you should contact the Local Authority Designated Officer (LADO) – [secure-LADO@buckinghamshire.gov.uk](mailto:secure-LADO@buckinghamshire.gov.uk)

## **3 WORKING WITH CHILDREN**

### **Child Protection Measures**

Volunteers need to not only keep children safe, they are also required to protect themselves from the risk of allegations. Therefore, volunteers:

- Must not go into pupil toilets
- Must not be in a room whilst children are getting changed
- Must not be in a room alone with a child with the door closed
- Must not hug or kiss ANY child, even if it's a child they know well
- Must not take any photos or videos of children with their own device
- Must not show children any images from their own devices
- Must avoid conversations that could be misinterpreted
- Must not share personal details – for example their address, phone number, email address, social media

3.1 As a general rule, adults should work with children in an open space such as the classroom or break out area in the corridor

3.2 Volunteers must not work alone with one child in a room with a closed door

3.3 Volunteers must not enter pupil toilets; a member of staff must be notified if a volunteer is aware of an issue within the pupil toilets

3.4 Volunteers must talk to children in a calm manner at all times

3.5 Volunteers will inform the class teacher regarding any behaviour issues with the children they are working with

3.6 Any child requiring medical attention will be taken to the school office and will be dealt with by a member of staff. In the event of an emergency then inform a member of staff immediately

## **4 PHYSICAL CONTACT BETWEEN ADULTS AND CHILDREN**

4.1 Physical contact between adults and pupils should be kept to a minimum. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children, but may be appropriate more frequently for younger children.

4.2 All adults should avoid putting themselves in potentially compromising situations by observing the following rules:

- a. Physical control or restraint must only take place in accordance with policy by trained personnel

b. Intimate touches, including kisses, should never be given by adults to pupils. Children who give them to adults must be kindly, but firmly, told that it is inappropriate in the school situation. Some children, for example children with special needs related to social interaction, may persist with this behaviour throughout their time at school. In such circumstances staff should ensure that other adults working with the child are aware and continue to discourage the behaviour.

c. Where a child is distressed or hurt they may seek some sort of physical comfort. Adults should confine this to the minimum required to comfort the child, for example taking the child's hand, putting a hand on their shoulder. Younger children may actively seek a hug or to sit on the adult's knee. The aim of the adult must always be to minimise such contact and it should never take place privately.

d. Physical contact may be necessary as part of instruction, for example in PE. Whenever practicable, demonstration or instruction without physical contact should be used. In other situations make it clear to the children present what contact will be used and why.

## **5 EXPECTATIONS of ADULT BEHAVIOUR**

With children:

We act respectfully towards children at all times, for example:

- Using a range of vocal volume that is appropriate to the learning activity
- Treating all children equally without bias or favouritism.
- Showing good manners to children and thereby modelling what good manners are
- Giving children time to express themselves where possible
- Considering how we would expect to be spoken to ourselves
- Not shouting at a child but maintaining expected standards of behaviour
- Not making fun of or belittling a child through inappropriate comments

With adults:

- Work under the direction of the class teacher or teaching assistant and not exceed these parameters.
- Never act in a way that undermines a member of staff
- We consider all members of the staff team to have equal value, irrespective of their job, and we treat them accordingly
- When speaking to adults, we always consider how we would expect to be spoken to ourselves. Volunteers and staff must maintain a calm and controlled voice in all professional discussions
- Do not undermine the decision making and organisation of teachers or TAs in the classroom.

## **6 CONFIDENTIALITY AND INFORMATION DISCLOSURE**

Volunteers will be aware of confidential and sensitive information whilst in school. This usually relates to children's academic abilities and attitudes towards work.

6.1 Volunteers are expected to treat all school related information as confidential

6.2 Volunteers will inform the Headteacher if they are being confronted by parents asking for sensitive information

6.3 Volunteers will not express their personal opinions with other parents relating to the children, staff and school procedures at Maids Moreton C of E Primary School. Any concerns or issues must be discussed with an appropriate member of staff, or Chair of Governors and not discussed openly with parents or the wider community

**7. ALLOCATION OF VOLUNTEERS TO CLASSES.**

Volunteers will not work in classes where any of the children are relatives of the volunteer. The exception to this is school visits, where a volunteer may accompany a class visit. In this instance, the volunteer would not be assigned to the group with their child relative. Volunteers may hear readers in the class of their child relative but will not hear their own child read.

**8. SOCIAL MEDIA**

8.1 Social media is for personal use only. Volunteers will not discuss or comment on any school related matters on social media

8.2 Under no circumstances must a volunteer communicate and ‘friend’ a current pupil or any ex-pupil of the school

**8 MOBILE PHONES**

8.1 Mobile phones should be switched off or on silent and not be used under any circumstances whilst on school premises unless permission has been given by a member of the senior leadership team. They should be stored away in bags when in school

**Written by:** Keira Ainsworth Head Teacher

**Date written:** August 2025

**Ratified by the Governing Body:** November 2025

**Renewal Date:** November 2028

I agree to abide by the Volunteer Agreement Policy and Code of Conduct outlined above:

Signed: Miss Keira Ainsworth  
Headteacher

**School Volunteer**

Signed .....

Print Name .....

Date .....

Date .....

**Other relevant policies:**

- Self-declaration form for volunteers
- Health and Safety and Safeguarding Information for Visitors