

# Purley Partnership Federation



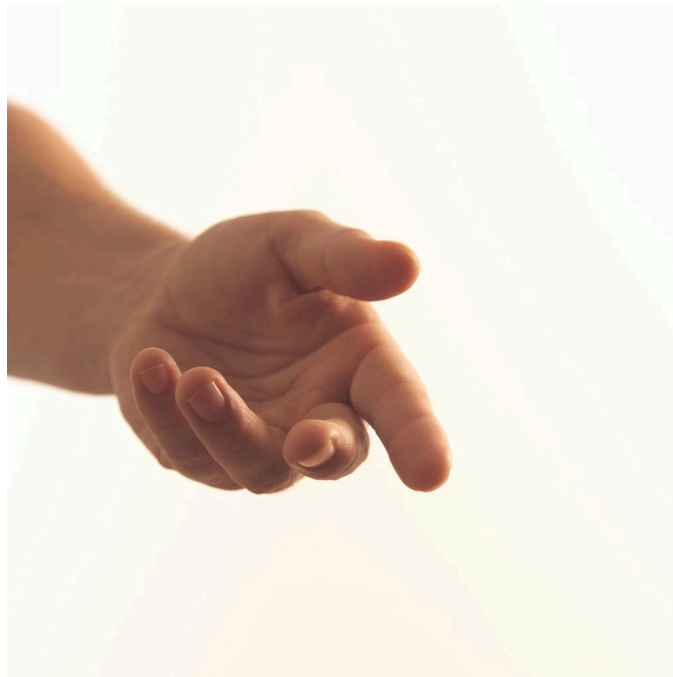
**Purley Nursery School**  
Achieving and growing together



**Christ Church Primary School**  
Nurturing lifelong learners with God's  
guidance

## Volunteer Policy and Code of Conduct for Volunteers

*Written November 2023 Review November 2026*



We are very pleased to welcome volunteers to our school and we are grateful for the key job they do in enhancing the learning opportunities available for our children. A range of volunteers request placement in our school including:

- Past pupils
- Reading support volunteers
- Governors
- Support Assistants or teachers in training
- Parents/Grandparents or other family members

We want them to feel welcome and valued in our school and this policy outlines some simple guidelines to ensure we are able to support each other.

### **Code of conduct for volunteers**

All communication and interaction between members of the family of Christ Church Primary School - staff, governors, children, parents, carers and visitors - should reflect our Christian ethos. Likewise for Purley Nursery School all communication should reflect the ethos of the Nursery.

Volunteers must have regard to the character of the schools and not do anything in any way that is detrimental or prejudicial to the interests of this character at any time. Christ Church School volunteers should be aware that 'character' refers to the Christian character of the school.

*Any breaches of the Code of Conduct should be reported to the Executive Headteacher (Christ Church) or Head of School (Purley Nursery School). Volunteers should be aware that a failure to comply with the following Code of Conduct could result in them being asked to cease their volunteering work. It is everyone's responsibility to report breaches under this policy.*

### **Purpose, scope and principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe.

Adults in school are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of the school community, each volunteer or employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code helps all volunteers to understand what behaviour is and is not acceptable.

The values of Christ Church Primary School:

**Love**   **Courage**   **Honesty**   **Faith**   **Forgiveness**

The values of Purley Nursery School:

Caring, Respectful and Independence

both act as guidelines for all interactions with children.

## **Setting an example**

All volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

- Volunteers must avoid using inappropriate or offensive language at all times.
- Give eye contact – it shows that we are paying attention to them and that we care. Bend down and chat with them. Stop and talk and look.
- Encourage everyone, catch them doing something good – find something positive to say – children thrive on encouragement.
- Find positive ways to make expectations clear. Instead of 'You always talk, you never listen' – say 'I would love to see how well you can listen'.
- Listen to what they are saying – they think that it is important. Repeat what they have said to them as a question. E.g., 'I have a new brother' – instead of saying 'that's exciting!' ask – 'You've got a new brother?' – allows them to expand on what they have said. Don't try and finish their sentences for them.
- Volunteers must demonstrate the highest standards of conduct in order to encourage pupils/students to do the same.
- Volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Smoking is not permitted on any part of the school premises or on school trips.

## **Keeping our children safe (Safeguarding)**

We are required to safeguard children in our care. We have a safeguarding and child protection policy which is available online or a hard copy is available upon request from the office. Volunteers must familiarise themselves with this prior to starting their voluntary experience.

Volunteers are required to adhere to the basic principles of child protection across the Purley Partnership Federation. These include:

- The children's safety and welfare is paramount.
- Children should NOT be interrogated.
- No contact should be made with parents until first seeking the advice of the Designated Safeguarding Lead or Deputy.
- NEVER make promises that you may not be able to keep.
- All information should be kept on a need-to-know basis.
- Always refer to the Designated Safeguarding Lead or Deputy if there are any queries or concerns

Should a child disclose something of concern or should a volunteer feel concerned about a child in our school, the Designated Safeguarding Lead should be alerted promptly. Any such conversations are strictly confidential.

## Safeguarding Leads:

Position	Name	Contact Details (email/phone)
Christ Church School Designated Safeguarding Lead	Mrs Jo Richardson	<a href="mailto:head@christchurch.croydon.sch.uk">head@christchurch.croydon.sch.uk</a> 020 8660 7500
Christ Church School Deputy Designated Safeguarding Lead	Mrs Anne Hudson	ahudson@ <a href="mailto:christchurch.croydon.sch.uk">christchurch.croydon.sch.uk</a> uk 020 8660 7500
Christ Church School Deputy Designated Safeguarding Lead	Mrs Jo Porter	<a href="mailto:jporter@christchurch.croydon.sch.uk">jporter@christchurch.croydon.sch.uk</a> 020 8660 7500
Purley Nursery Designated Safeguarding Lead	Miss Polly Jones (CURRENTLY ON MATERNITY LEAVE)	pjones@purley.croydon.sch.uk 020 8660 5639
Purley Nursery Deputy Designated Safeguarding Lead	Mrs Maria Reeve	mreeve7.306@lgflmail.org 020 8660 5639

### Essential points for safeguarding children in our school

- Volunteers should not use their own phone or camera to take photos or videos in school.
- Use of mobile phones is not permitted during school-directed hours or where children are present.
- It is not appropriate to establish social contact with a pupil. This includes not using social media or messaging applications with pupils or former pupils (unless the former pupil is over the age of 18). Please see the e-safety policy for further information.
- Physical contact should be appropriate to the child's needs at the time, of limited duration and appropriate to their age, stage of development and background. The use of physical intervention should be avoided and other adults should be sought to assist with managing any situation that might prevent injury to the child or others.
- Volunteers are likely to witness actions or conversations which need to be confidential. They should report and deal with these in accordance with the appropriate school procedure and not discuss these outside of the school.
- Volunteers are not permitted to change children or take them to the toilet alone. They may only do this under the supervision of a staff member.
- Personal gifts from individual volunteers to students are inappropriate.
- Volunteers should not be on their own with a child **unless they have had a DBS check which has been checked by the office** – reputation is at stake and also, if something happens, they have no-one there to help you. If the volunteer has a DBS check and has been asked by the teacher to work in a one-to-one situation they should try to sit by viewing panels in doors or with doors propped open.

## **Confidentiality and information disclosure**

- Volunteers are not allowed to discuss issues with the press or public or disclose information or documents on school business unless expressly authorised to do so by the Executive Headteacher, Head of School or the Chair of Governors.
- Where volunteers have access to information about pupils/students or their parents or carers, volunteers must not reveal such information except to those in school who have a professional role in relation to the pupil/student.
- Volunteers must share with the school's Designated Senior Person any information that gives rise to concern about the safety or welfare of a pupil/student.
- Volunteers must **never** promise a child that they will not act on information that they are told by the child.
- Where information is disclosed to another service or individual, this should be in the interests of the child's development and wellbeing or for safeguarding and logged as a disclosure of information on CPOMs (Christ Church School) or a Record Of Concern Form (Purley Nursery School). Access to this is restricted. Please see the Executive Headteacher, Head of School or Deputies if you need to record information sharing.

## **Data Protection**

We are responsible for data under the General Data Protection Regulation 2018. Any personal information must be dealt with properly however it is collected, recorded and used - whether on paper, on a computer, or recorded on other material.

Everyone managing and handling personal information is responsible for following good data protection practices.

## **Managing children's behaviour**

- Physical contact should be avoided at all times.
- Some children who have difficulties managing their anger will try to provoke a response from adults. Keeping calm, and a firm but level voice can help, whereas an angry response from an adult is likely to result in behaviour escalating. Please ask for help.
- A child who runs away should not be chased as this makes them likely to go further and be less aware of their safety. Instead the office should be contacted immediately for support.
- Children should not be given sweets. It does not comply with our healthy school ethos and a number of children have allergies so could be put at risk.

- Children's private space should not be invaded – when they want to, they will come. Volunteers should give children time. Some younger children may try to climb all over adults but this is also inappropriate.

### **Health and Safety**

We are also committed to ensuring the safety of adults on our premises and as such ask all adults to be aware of health and safety issues around the building taking due care and using common sense. We also require volunteers to sign in and out when they are supporting at school so that we know at all times which staff are on the premises.

Should the fire alarm go off whilst volunteers are on the premises, we would ask that they evacuate the building by the nearest exit and assemble with the rest of the school so that we can account for them. In Christ Church Primary School, volunteers may then be asked to rejoin the class, via the outside of the building, to assist the class teacher that they were working with. At Christ Church Primary School volunteers are also obliged to have read the emergency plan, a copy of which is available online.

If the volunteer is working with a child who has an accident, it should be reported immediately to the nearest member of staff who will take the necessary action and report the accidents. In the case of a serious accident, care must be taken to avoid contact with body fluids.

### **Dress code**

- There is a general expectation that dress will be smart and appropriate to the nature of the duties and responsibilities of the role.
- The school values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.
- Slips, trips and falls account for about 30 percent of all workplace accidents, so shoes should fit well and have a good grip. Flip flops are not appropriate as there is high risk of someone stepping on the back of these resulting in falls.
- Volunteers should wear PE kit if volunteering to support in PE.

### **Legal Obligations**

As a school we are required to ensure all volunteer helpers regularly in school have disclosure and barring service check. Please ensure that the School Business Manager or Administrator has seen a copy of your disclosure.

*If you would like to know more, the following policies are referred to and can be accessed either on our websites or from the main office. We are happy to supply hard copies if you would prefer, please ask in the school office.*

**Policies:**

- Behaviour, Discipline and Anti-bullying Policy;
- Spiritual, Moral, Social and Cultural Policy (Christ Church Primary School only)
- EYFS Policy (Purley Nursery School only)
- The Safeguarding Policy
- Equalities Statement
- Equalities and Community Cohesion Policy (Christ Church Primary School only)
- Health and Safety Policy
- Staff Code of Conduct

## **APPENDIX 1**

### **Reminders for volunteers**

- Please familiarise yourself with the Safeguarding Policy as outlined
- Please sign in and out each time you are in school
- You are welcome to join us in the staffroom for coffee or lunch if this is during a time you are working, but please respect the confidentiality of information in this space.
- Please respect the confidentiality of any information regarding children or adults in our school.
- Please dress appropriately to the nature of your duties and responsibilities of your role.
- Please support us in our aim to treat all children consistently. If you feel a child's behaviour requires adult support, please act in line with the policy and seek support of the adults you are working alongside.
- We have a commitment to induct all adults working in our school to make them feel welcome and safe. As part of this we encourage you to read the key documents relevant for our work in this setting and a list of these is given at the end of this pack. We ask that you familiarise yourself with these policies and seek support if there is anything of which you are unclear
- Please enjoy sharing your time with children in our school!





## Appendix 2:



# Code of Conduct for Child Volunteers

Please read **carefully** the statements below. Sign our code of conduct to show you understand our expectations whilst volunteering at our school.

I agree to:

- Where possible be in school for whole days (8:50am-3:10pm)
- Eat with the children in the hall (or outside in the summer) or use the staffroom during break times. If eating with the children I will not share food and will adhere to our no nuts policy
- Keep my mobile phone out of sight and stored in the classroom cupboard
- Sign in and out of the premises and wear my visitor lanyard at all times.
- Use staff toilets, not toilets used by Christ Church children.
- Take instruction from the class teacher I am working with.
- Dress smartly as you would for work experience including footwear e.g. no crop tops, inappropriately short skirts or flip-flops.
- Respect confidentiality of any information regarding children or adults in our school.
- Maintain a positive attitude by following our school values of love, courage, honesty, faith and forgiveness. Speak appropriately and positively to the children and staff
- Keep myself safe by making sure I am never alone with a Christ Church child and making sure that I do not invite or accept contact on social media with children in Christ Church School
- Report any concerns regarding a child in the first part to my class teacher or to the Headteacher or Deputy Headteacher if my teacher is not available.

If you **do not agree with** or **do not follow** the statements above whilst volunteering, we will be **unable** to have you volunteering at our school.

I agree to follow the statements above whilst volunteering at Christ Church.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_

