



A Good Practice Code of Conduct for Volunteers at Heymann Primary & Nursery School

Thank you so much for volunteering to come in to school, we hope that you find your time in school enjoyable, fun and rewarding. We know that the children you will work with will benefit from your support in lots of different ways and many activities, such as swimming, could not take place without your help. Thank you.

We hope that the points below will help to clarify what you need to do when you are volunteering in school in order to help your visit run smoothly and safely.

On Arrival at school

- On arrival at school please come to the main school office and sign in the Visitors' Book (this can be found just through the main door). Please collect a badge to say that you are an official visitor in the school. Please sign yourself out on leaving, so that we know who is left in the building in case of fire.

Working with the children

- If you are helping in a classroom please try and reinforce instructions given by the class teacher and encourage children to follow the school rules (displayed in all classrooms).
- When working with the children please try to offer positive comments, encouragement and be as supportive as possible.
- If the children you are working with are not doing as you ask please take them back to the classroom and talk to the class teacher.

Safeguarding

- If asked to work with a small group of children outside the classroom please work in an open area or keep the door open if in an enclosed space. This is for your own safety.
- Again, for your safety, please avoid any physical contact with children
- If you are ever concerned about a child because they have said something which alarms you or you have noticed something which concerns you please talk to a Designated Safeguarding Lead (photos in the adult toilets and signing in book) before you leave the building. If you are unable to locate a Designated Safeguard please talk to the class teacher or a member of the office staff before you leave so that we can follow up your concern.

- Please remember that much of what you see in school is confidential, your discretion is appreciated.
- All volunteers have to complete a volunteer risk assessment. Depending upon the type of volunteering you will be doing in school will depend upon whether a DBS check is completed. All volunteers will be asked for a referee. These checks are carried out for the safety of the children, which you will agree is of prime importance.
- All personal electronic devices, such as ipads, mobile phones etc should be turned off in school. Please do not use any personal devices to take photographs or videos in school. The class teacher will provide you with school equipment if the activity you are supporting requires recordings to be made.
- All volunteers must attend a safeguarding induction meeting annually before volunteering. At this meeting we will go through safeguarding procedures including the Prevent Strategy as well as the code of conduct for staff and volunteers, the use of electronic devices policy, the fire plans and answer any questions that you may have regarding safeguarding or volunteering.

Health and Safety

- If the fire alarm sounds when you are in the building please leave by the nearest exit, taking the children you are working with to the nearest playground. Please wait on the playground and a member of staff will come to register that you and the children are safe.
- If you are using any equipment in school e.g. cooking the teacher will go through any risk assessments and health and safety issues around the activity being undertaken
- If you are going on a trip risk assessments will be shared with you prior to the trip

Equality

- The school has an Equality Policy. This means that all adults in school must act in a way that respects pupils, staff, governors and officers of the LA whatever their race, nationality, colour, gender, sexual orientation or disabilities.

Other helpful information

- If you are unable to come in to school please let the class teacher know or ring the school office.
- If you are in school over a break time please help yourself to a drink and have a sit down in the staffroom.
- Please always ask a member of staff if you are ever unsure of what you've been asked to do.

We hope you enjoy volunteering at Heymann!