

# Purley Partnership Federation



PURLEY NURSERY SCHOOL

**Purley Nursery School**

*Achieving and growing together*



**Christ Church Primary School**

*Nurturing lifelong learners with God's guidance*

## Code of Conduct for Volunteers

Reviewed January 2021, Review January 2024

### Introduction

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

A 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.
- 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'.
- 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.

### **Safeguarding children**

- Volunteers should support the school in its duty to safeguard pupils/students. This duty is set out in the Child Protection and Safeguarding Policy made available to all staff and volunteers and includes the duty to report concerns about children to the school's Designated Senior Person (DSP) for Child Protection.
  - Christ Church's DSP is the Executive Head Teacher and Purley Nursery School's DSP is the Head of School
  - Christ Church's deputy DSP is the Deputy Head Teacher and Purley Nursery School's deputy DSP is the Lead Teacher.
- Volunteers must not demean or undermine pupils, their parents or carers, or staff.
- Volunteers must take the utmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

### **Use of ICT mobile phones, tablets, etc**

- Volunteers **must not** use their personal digital cameras or mobile phone cameras in school. Any photograph/video must be taken using school equipment unless permission has first been given.
- Volunteers must only save images on school computers.
- Volunteers who are in contact with pupils should not use their mobile phones in both schools. Mobile phones should only be used in areas of the school where pupils are not present. The exception to this is on outings where phones may be used for emergency contact.
- It is not appropriate to establish social contact with a pupil. Personal details such as mobile/home phone or personal email address should not be given out. The school e-Safety Policy provides further guidance.

### **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 practice.

### **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.

### **Honesty and integrity**

- Volunteers must maintain the highest standards of honesty and integrity in their work. This includes the handling of money and the use of school data, property and facilities.
- Personal gifts from individual volunteers to students are inappropriate.

### **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.
- All volunteers may, at some point, witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent or carer, nor with adults in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- Volunteers must share with the school's Designated Senior Person any information which 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.

### **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.

- Please avoid wearing jewellery to highlight face piercing such as nose studs or rings, eyebrow or tongue studs.

**Concerns about malpractice**

Any concerns about malpractice of the school or any one working within it should be brought to the attention of the Executive Head Teacher or Deputy Head Teacher for Christ Church School and Head of School for Purely Nursery School. However, there may also be circumstances where staff or volunteers need an alternative avenue for raising concerns. Clear guidelines for this can be found set out in Croydon’s Whistleblowing procedure document, which can be found on both of the school’s websites under ‘Policies’ and is also on display in the Purley Nursery School staffroom. This confidential procedure is intended to ensure that suspicion of wrongdoing can be dealt with speedily and effectively.

Please sign and return the slip below

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**Code of conduct agreement**

Name.....

I have read and understood the Code of Conduct. I agree to abide by the advice and guidance within the document.

Signed.....

Date.....