



# Abberley Parochial Primary School

## *Rooted and grounded in love*

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### **Safeguarding, information and Code of Conduct for volunteers**

**Reviewed: September 2024**

At Abberley Parochial VC Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued and all staff and volunteers must act in accordance with this. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities.

#### **Safeguarding principles**

- All volunteers have a duty of care and commitment to support the school's safeguarding procedures and the well-being of pupils in the school.
- Before working with pupils volunteers will need to have undergone an enhanced DBS check.
- Volunteers must review the school's safeguarding policy and agree to work in line with this
- Any safeguarding concerns or signs of abuse must be raised with the class teacher or the DSL (Mrs Shelley) as soon as possible

#### **Code of conduct and principles**

##### **Volunteers must:**

- Take the duty of care seriously and raise any safeguarding concerns with Mrs Shelley
- Alert a member of staff if a child is hurt or upset in line with the first aid policy
- Avoid the consumption of alcohol prior to or during the volunteering period
- Dress in an appropriate manner for the activity being supported
- Not take photos on any personal equipment
- Support the learning and development of pupils as directed by class teacher and management
- Avoid talking about school experiences of other people's children. Incidents which occur in school are confidential and volunteers are expected to act with the same professionalism as staff.
- Avoid publishing comments on social media relating to experiences in school or the school in general with any information gained due to being in school as a volunteer
- Avoid working directly with their own child or their year group peers as this often creates a conflict of interest
- Be supportive and not critique the work of others. Concerns should be raised directly with the headteacher
- Maintain personal boundaries from pupils and not seek to make contact with pupils outside of school
- Report any concerning behaviour of another adult in school to the headteacher or the Chair of Governors (Jenny Buckley) if the concern is relating to the headteacher.
- Communicate as early as possible if they are unable to attend school when expected
- Not give or receive gifts from pupils in school time unless it is agreed beforehand with the class teacher (for example when a student is completing a placement).
- Not carry hot drinks around school.
- Not climb on steps or other ladders to reach high items.

No person has a right to volunteer in the school, with the exception of fulfilling a parental governor capacity. An individual's role in the school will be entirely at the discretion of the headteacher. The headteacher reserves the right to turn down offers of voluntary help without stating the reasons.