



Pilsley Church of England Primary School

Visitors and Volunteers Code of Conduct Policy

“At Pilsley Church of England Primary School, our vision is to enable all children to fulfil their potential; academic, social, physical and spiritual. We aim for excellence in all that we do, building self confidence and independence so that children become happy and well motivated pupils, keen to question, inspire and embrace change. Through the Christian ethos of the school, we value difference and diversity and aim to grow together as a community of lifelong learners.” Mission Statement

Introduction

The school policy for visitors and volunteers was developed by the Governing body and agreed by the whole staff. The policy was approved and ratified in the Spring term 2016 by the Governing Body. The implementation of this policy is the responsibility of all of the staff within the school community.

We want our school to be open and welcoming to all who would like to support the children.

We also want to encourage parents and other adults to help the school community in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school’s policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding.

Aims and Rationale

At Pilsley CE Primary School we are very fortunate to have supportive friendly parents, carers and visitors.

Our parents, carers and visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood and lifelong learning.

For these reasons we welcome and encourage parents/carers and visitors to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents/carers/students and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- clerical staff
- IT technician
- midday dinner supervisors & cook

- caretaker
- sports coaches
- teachers
- teaching
- contract workers (for example an electrician or heating engineer).
- health visitors
- LA advisers and inspectors
- peripatetic music teachers
- school governors
- volunteer helpers
- school governors
- members of the PTA
- parents or other adult helpers working alongside teaching staff
- students on work experience

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- hearing pupils read
- helping develop the school grounds and environment
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities
- helping children with a learning need

Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class.
- take children off the school site without a teacher in charge.
- deal with behaviour incidents of a child in school
- be out of the sight of a member of staff, alone with a child.

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Honesty and Integrity

You must maintain high standards of honesty and integrity in your work

You should treat all pupils/students, colleagues, parents/carers and visitors with respect and professional courtesy

You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions.

Setting An Example

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

You must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same and avoid putting yourself at risk of allegations of abusive or unprofessional conduct.

You must follow guidance in line with safer working practices

Expectations in relation to staff use of electronic communication, including the internet, are detailed in the school's policy. Attention is particularly drawn to section 6, of that policy, which covers the use of social media. You have a responsibility to familiarise yourself with the policy and adhere to the requirements entailed.

Please see the school's behaviour policy, intimate care policy, e-safety policy which are located in the Policy file in the school office. The guidance for safer working practice for adults who work with children and the supporting leaflet issued by the Derby & Derbyshire Safeguarding Children Board can be found on the notice board in the staff room.

Dress and Appearance

Your appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust. You should dress in ways that are appropriate and relevant to your role. In particular, staff should aim to confine sportswear to the specific, relevant parts of the timetable. You should dress in ways that are not likely to cause offense, embarrassment, distract or give rise to misunderstanding. We ask that female members of staff do not wear excessively short skirts or low cut tops in the interests of the protection of staff and the safeguarding of children. High heels should not be worn in school either to prevent accidents/trips and the safeguarding of children. We also ask that any unnecessary piercings are removed in order to promote health and safety. We also request that makeup is kept to a minimum and long hair should be securely tied back. Blue denim jeans are not appropriate to be worn for school.

Personal Telephone Calls:

- Personal mobile phones should be used for any outgoing personal telephone calls, other than in exceptional circumstances (eg no signal available). In these circumstances the school telephone may be used, following the school's procedure for such use, recording and payment.
- Mobile phones are not to be taken into classrooms and should not be used to take photographs within school/ school time. Mobile phones should be turned off or switched to silent mode and stored in bags in the cupboard in the school office.
- Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working with children, calls/texts should not be made/taken during lessons, except in emergencies. As stated in the Acceptable Use of IT, Internet & Electronic Communication, 'Staff should not engage in 'recreational' chatting during

working time, on email or through instant messaging, that results in lost productivity or distracts other employees from their work.'

- School mobile phones should not be used for personal use, except in emergency.
- Accredited professional association/union representatives may utilise the school telephone in accordance with the 'Facilities Agreement' [https://derbyshire.inthehive.net/extranet/human_resources_payroll/advisory_hr_service/s/advisory_hr_TS/personnelhandbook/layouts/WordViewer.aspx?id=/extranet/human_resources_payroll/advisory_hr_services/advisory_hr_TS/personnelhandbook/Related%20Documents/Facilities%20Agreement%20\(January%202005\).doc&Source=https%3A%2F%2Fderbyshire%2Einthehive%2Enet%2Fextranet%2Fhuman%5Fresources%5Fpayroll%2Fadvisory%5Fhr%5Fservices%2Fadvisory%5Fhr%5Fts%2Fpersonnelhandbook%2Fdefault%2Easpx&DefaultItemOpen=1](https://derbyshire.inthehive.net/extranet/human_resources_payroll/advisory_hr_service/s/advisory_hr_TS/personnelhandbook/layouts/WordViewer.aspx?id=/extranet/human_resources_payroll/advisory_hr_services/advisory_hr_TS/personnelhandbook/Related%20Documents/Facilities%20Agreement%20(January%202005).doc&Source=https%3A%2F%2Fderbyshire%2Einthehive%2Enet%2Fextranet%2Fhuman%5Fresources%5Fpayroll%2Fadvisory%5Fhr%5Fservices%2Fadvisory%5Fhr%5Fts%2Fpersonnelhandbook%2Fdefault%2Easpx&DefaultItemOpen=1)

Smoking

The school operates a strict no smoking policy on or around its school premises.

Food

Visitors and volunteers are welcome to bring in food from home to eat at lunchtime but the school operates a 'nut free' policy due to children with allergies. There is also an option to order a school dinner which costs £2 to students and £2.82 for adults.

Police checks

For the children's safety, all volunteer helpers are required to have police clearance *before* they work in the school by completing a DBS online. Helpers will also be given a copy of the Code of Conduct.

The Headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Visiting School

It is, and will remain, Pilsley CE Primary School's policy to welcome parents, carers and visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises. All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

Identification

Visitors and volunteers will be required to sign in the visitors book and will be asked to complete a DBS form as a volunteer if they intend to help out in class on a regular basis i.e. more than 3 days in a 30-day period.

Procedure for visiting school

Any adults (that are not school-employed staff,) that arrive in the school must sign in at the reception desk. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the hook before they leave. This procedure is followed on both safeguarding and fire safety precautions grounds. To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the head teacher. All visitors must adhere to the instructions given by any member of staff. The head teacher will decide whether the visitor needs to be accompanied for the duration of their visit.

Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information.

Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Headteacher. All visitors must have regard for the health, safety and security of everyone and everything on the premises. Where possible, visits by contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Adopted 6.2.2019

Review

This policy will be reviewed in the Spring Term 2021

Signed..... Headteacher

Signed Chair of Governors

Date:

Appendix 1

Code of Conduct

Good practice guide for volunteers & visitors working at Pilsley CE Primary School

Volunteers are an essential and invaluable part of school life and the teachers and staff at Pilsley CE Primary School are very grateful for the support and involvement of helpers.

All volunteers in school are asked to read and abide by the following code of conduct:

It is important for pupils to see all adults in school as role models.

It is essential that confidentiality is maintained, particularly due to the close contact with staff and pupils. Whatever happens in school should not be discussed with anyone outside of school.

Volunteers are made aware of the rules governing behaviour at the school; the 'Golden Rules' for children and adults. This includes safeguarding and child protection procedures, fire evacuation and emergency procedures, avoiding hazards

or risks associated with the tasks that they are being asked to carry out and details of first aid and emergency arrangements, such as procedures to follow in case of fire.

Helpers are in school to support the teacher and the pupils, therefore reinforcing instructions given by the teacher and working effectively with them. The class teacher remains responsible for the organisation of the class and methods of work.

We do not discriminate against anyone, be they staff or pupil or parent or visitor, on the grounds of age, race, ethnicity, religion, belief, attainment, disability, gender or background.

Helpers should not be drawn into inappropriate topics of conversation with pupils. If in doubt about anything the helper should immediately seek the advice of a member of staff or the Headteacher. All problems should be dealt with as quickly and discretely as possible.

Parent helpers and visitors in school are not expected to use their time as an opportunity to discuss personal issues regarding their child's education.