

All Saints Church of England Primary School



Volunteer Code of Conduct

Please keep this document safe so that you can refer to it.

More detailed information is available from the policies section of the school's website.

This version: 5th December 2018 – the most up-to-date.

Safeguarding (including health and safety)

Keeping children safe is of the highest priority at All Saints Church of England Primary School. Volunteers will receive regular training and up-dates. All volunteers should familiarise themselves with the school's [Child Protection Policy and Guidelines](#) (**please see policies section of the school's website for the latest version**) and must follow the guidelines given in the event of a safeguarding concern. Statutory guidance, issued to all staff is contained within the 'Keeping Children Safe in Education' – September 2018 booklet – distributed to all staff and available in the staffroom. In addition, volunteers should refer to 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' a copy of which is available in both staffrooms, and can be downloaded from school's 'S' drive.

John Davie is the lead Designated Senior Person for Child Protection. There are currently two deputy designated safeguarding persons for child protection: Kathryn Shaw, and Therese Holden. The 'Safeguarding Children' information boards in the staffrooms should be checked regularly for updates and further information.

Classrooms should have the following safeguarding information on display:

- 'Pupil Responsibilities' poster
- 'Childline' poster
- 'Internet guidelines' poster

Staff should report any health and safety concerns to their line manager, the headteacher and/or the site manager. In addition, health and safety will be a standing item on the agendas of all meetings.

Intimate Care

Staff should assist children who require help with toileting and other intimate activities only when a care plan has been agreed with parents/carers, or in emergency situations, for example, sudden illness, in which case parents should be contacted as soon as possible. When children have soiled themselves due to illness, parents should be contacted immediately and asked to take a sick child home as soon as possible. If parents/carers cannot be contacted or are delayed, two members of staff should assist the child in cleaning him/herself by providing cleaning materials and, if necessary, verbal prompts. A supply of cleaning materials are available in the community room/staffroom. Community Room or Office staff should continue to attempt to contact parents/carers. Teachers should have a supply of spare clothing in case of accidents. Staff should always inform another member of staff that they are to assist a child and details of the task.

Where a child has a care plan, guidelines must be followed.

Any variation to care plan guidelines must be agreed with senior managers and parents carers. Any concerns regarding intimate care should be passed onto the head teacher and parents/carers.

Care plans should be reviewed with parents/carers on a regular basis.

Touching Children

Staff should avoid unnecessary or inappropriate physical contact with children, and use their professional judgement about the appropriateness of any physical contact made. Physical contact should only be made with children:

- where this is part of an plan agreed with parents eg an IEP for a SEND child, or care plan. Consent should always be sought before contact is initiated.

- When it is necessary in a particular activity, eg demonstrating a technique on a piece of PE apparatus. Consent should always be sought before contact is initiated.
- When physical intervention is necessary to prevent personal injury to the child, other children, or an adult, or to prevent serious damage to property or in what would reasonably be described as exceptional circumstances. Certain staff are trained with restraint techniques (Team Teach) and these staff should be sent for if physical restraint is needed.
- To provide immediate physical comfort to distressed children

1:1 Working

Staff should avoid one to one situations, and these should only take place when this is an unavoidable feature of the work with the child. Visitors or volunteers without DBS clearance should never work alone with a child.

When staff need to meet or work with children alone, a risk assessment for this activity should be conducted and agreed with a senior manager, and parents/carers should be informed beforehand; class teachers should ensure standard letters are sent to inform parents of individual and group work interventions.

Members of staff speaking to individual children should do so in 'public' areas where other staff etc are able to see/hear.

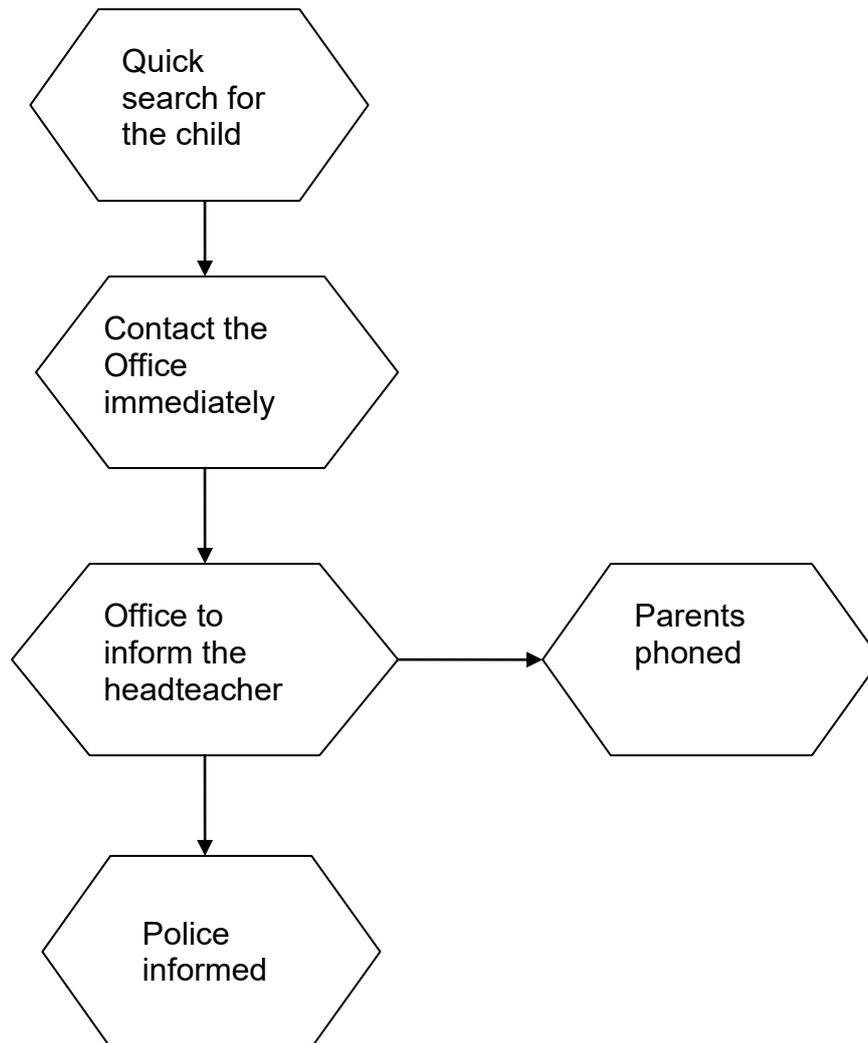
All internal windows should be left clear of signs/displays etc.

Changing Rooms

Staff should ensure children are appropriately supervised at all times, including when changing for P.E./Games/Swimming, however:

- Staff must announce their intention of entering changing rooms
- Male volunteers should supervise boys, and female volunteers should supervise girls when ever possible
- Volunteers should minimise levels of supervision when children are in a state of undress and avoid visually intrusive behaviour and physical contact.
- Volunteers should avoid assisting children with changing tasks they are able to undertake themselves.

In the event that a child is missing during the school day.



For health and safety reasons, **hot drinks should not be consumed/carried where children are present, except in a suitable 'safety' cup.**

Please check the electronic school calendar and your email regularly. Pupil post that is sent to classrooms must be sent home on the same day. When moving between sites check with the office if any post can be taken. **Also remember to sign in and out!**

If you wish to order a school dinner, please speak to Nikki Graham(Kitchen Staff)and she will advise you re. payment. Under no circumstances should children be allowed into the school kitchen.

All private calls, printing and photocopying must be paid for.

Parking

Parking spaces are available for staff in the Powell Building Car Park, however there are insufficient spaces for the number of staff who chose to come to work in their own cars.

Volunteers must not use the disabled parking spaces since we have a number of families with disabled children who need to use these spaces every day.

In addition, we may have disabled visitors who also require the use of these spaces.

Parking spaces in the Powell Building car park are available on a first-come, first-served basis. The provision of parking spaces here is not an automatic right for every member of staff, and on occasions you may need to find a parking space outside the car park if it is full when you arrive. Volunteers should consider how they might travel to and from school so that we reduce the number of individual car journeys, perhaps by using public transport, sharing lifts, and/or walking. As well as taking pressure off the car park, this would also benefit the environment, reduce congestion, and encourage a healthy lifestyle.

Communication, references, visits and events

Effective regular, constructive and professional communication is key to our success as a school and continued good standing with parents and others.

The school uses a 'texting' service to communicate with parents. Please ask the office to send any texts that you need.

Smoking

The school has a strict no-smoking policy in all areas of the building and grounds. It is illegal to smoke anywhere within the school's boundary. No member of staff, including those who are not in class, may leave the building and grounds of the school to smoke during lesson times.

If you do smoke, please ensure you are free of any smells related to smoking.

Sickness Absence

Volunteers see guidelines below:

- On your first day of absence, please call mobile number 01274 415222 (Ann Sunter Office Manager) before 8:00am. If leaving a message, clearly state your name, class, role, site and reason for absence.
- You must call mobile number 01274 415222 by 3.30pm on each day of absence to inform school you will be resuming the next day or if you will still be absent.

Punctuality

Volunteers should ensure they arrive in school in sufficient time to start work. All volunteers should sign in and out with their badges using the Inventory screens every time they enter/exit either building. Volunteers who arrive late should inform the office if they can as soon as possible, and will need to explain the reasons for their lateness on arrival, and persistent late arrival may result in losing their place.

Please save this number for use on snow days or if you need to contact the head teacher in an emergency: 07595 374387

Professional Conduct, including school trips

Volunteers should be dressed in accordance to the staff dress code; smart, professional and 'non-revealing'. Classroom-based staff/volunteers should not wear heels more than 2.5 cm high. T-shirts and clothes with slogans should not be worn. Smart (not faded, ripped, low-cut etc) black jeans/jeggings/chinos may be worn by classroom staff.

On non-uniform days, the dress code is more relaxed, however, staff should remain modestly dressed.

Volunteers must also be responsible for their own personal hygiene.

All class teachers have blue school coats to wear at break times and on school trips. All children should wear hi-vis jackets when leaving the school ie: trips/visits. All lunchtime supervisors have green coats, senior supervisors have red coats and hi-vis jackets in summer.

All staff/volunteers should promote the good image of the school at all times including school trips.

All volunteers should speak as politely, quietly and calmly as possible to parents, children and colleagues. Handling of children should be kept to a minimum to avoid misinterpretation and single volunteers should never be alone with a child in an enclosed room. **Children should not move around school unsupervised with the exception of Year 6. Children should never be left unsupervised eg in the hall, ICT suite, a classroom, corridor or stockroom. Children should therefore not be sent to stockrooms to collect materials for staff.**

Detailed guidance on safe practice when working with children is available in the staffroom.

All volunteers, trainees and work experience students must ensure confidential information is not discussed with anyone outside school.

Volunteer/Pupil Relationships and Communications including the Use of Social Media

Volunteers need to be aware that both in and out of school any behaviour, discussion including online comments on sites such as Facebook should be consistent with their professional status and their employment at this school. Any behaviour, comments or other material which may come to light that could be deemed as harmful to the reputation and interests of the school, its staff and pupils could be regarded as a disciplinary matter.

Volunteers and staff should be aware that behaviour towards each other should remain within appropriately professional boundaries, both in and out of school. Friendships do develop between volunteers and staff, however volunteers and staff involved must be sensitive as to how their behaviour might appear to others. If any member of staff is uncertain about any aspect of professional conduct, they should discuss this in the first instance with the Volunteer Co-ordinator.

It is the school's policy that all volunteers must be able to read, write and speak in standard English. Volunteers may communicate in their home language with each other during their designated breaks, however, volunteers must never use any language, written or spoken to make derogatory statements about other volunteers or staff or the school or as a means of excluding other volunteers and staff.

Volunteers do not have permission to publish or make personal use of photographic images taken at school, or on school activities away from school. School cameras or I-pads only should be used to take photographs of school activities, volunteers should not use mobile phone cameras at any time in school or whilst taking part in school activities.

Additionally, volunteers are advised that it is inappropriate to have on-line relationships with pupils (except where appropriate within family relationships) or to allow pupils access to their own pages. This implies that wherever possible, volunteers' social network's pages etc should only be accessible to selected 'friends', and should ensure privacy settings are regularly checked and up-dated. Similarly accessing pupils' personal pages is discouraged as this may cross the professional boundary that should be maintained between staff and pupils.

It is an offence for a person aged 18 or over (eg teacher, teaching assistant) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Telephones, including mobile telephones should not be used during lesson times, assemblies, trips and during meetings or when supervising children except to help in emergency situations. This includes texting/using other telephone applications. They may be used discretely in the staffroom at break and lunchtimes. **Volunteers should keep their personal belongings, including handbags, wallets, purses and phones locked away during lesson times.**

Volunteers should have respect for each other's work-life balance and refrain from telephoning, emailing or texting colleagues regarding school matters (unless very urgent) during evenings, weekends and holidays, or while they are 'off-sick'. Volunteers should consider carefully the impact that any communication outside school hours might have on the recipient. For example, rather than sending an email after school that might cause the recipient to worry about its contents, it is preferable to discuss the matter in school on the next working day.

Volunteer should also familiarise themselves with the school's Acceptable Use Policy

Staff Facilities

The staffrooms/community rooms and their facilities have been provided by the school for staff/volunteers use, and all staff/volunteers should take responsibility for ensuring that the staffrooms are a pleasant environment for all staff/volunteers. **This means that staff should clear away cups, cutlery, plates, bowls etc that they may use.** Microwave-users should ensure that the microwave is clean following its use. Books, papers, files etc should also be cleared away. Shoes should be kept off the furniture. Mobile telephones should be only be used with discretion, so that their use does not disturb others, and never in meetings. Staff/volunteers have opted to provide their own tea, coffee etc. This should be labelled and staff/volunteers should only use their own. Staff should uphold high standards of professional conduct in the staffroom, remembering that the staff room is on school premises, is used by visitors and volunteers, and that it is not a 'private' room.

Barrier phone number – you can now open the barrier by dialling 07496634281 from your mobile or by using your fob if you have one, this is free of charge. We will not be replacing lost/broken fobs due to the expense. Any problems please speak to Sihma Rahna.

Any school property in your possession must be returned on request, and on the last day of your volunteering at All Saints.

Physical Intervention

It is vital all volunteers familiarise themselves with the schools [Positive Behaviour Policy](#) **(please see policies section of the school's website for the latest version)**. All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. The circumstances in which staff can intervene with a pupil are covered by the 1996 Education Act. Volunteers may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Volunteers should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported. With the exception of extreme circumstances when restraint is needed to prevent injury only staff who have received 'Team Teach' training will handle children when restraint is required.

Volunteers should keep children off grassed areas (except in dry weather) and ensure litter is picked up.

Inside Supervision

Class teachers should ensure children in their class are provided with games, comics, DVDs etc. to occupy them quietly during wet playtimes.

All staff, apart from those with non-contact time, should leave the staffroom promptly at the end of playtimes in order to supervise children coming into the building. If it is raining before school starts (Powell Building) you will hear 2 bells, please could you collect your children from the playground, take them into classrooms and ensure they are adequately supervised.

Classroom staff may only leave their classroom if their role requires them to (eg to take a group to an intervention room or supervise children getting changed), and at the end of sessions. If staff wish to leave their class room for any other reason, this must be only done with the express permission of their line manager (AHT, or another member of the Leadership Team).

Please remember to check the door rota on the Powell Building site, this needs supervising every morning.

Accidents

Any accidents involving head injuries or more serious cuts, grazes, bruises, sprains etc to children or adults must be recorded in the accident book in the community room.

Parents should be notified of any such accidents to children with a head-bump letter or a telephone call or both on the same day of the accident. If either a staff member or

child attends hospital, the first aider should complete the relevant form and pass to the office as this needs faxing to the authorities urgently.

Trainees and Work Experience Students

Whenever possible, All Saints Church of England Primary School is committed to providing training placements for trainee teachers and work experience students from local educational providers. All staff are expected from time to time to work with trainees and students who will be provided with a supervisor or school-based tutor.

Voluntary Staff

All Saints' Church of England Primary School schools welcomes and encourages the involvement of parents and others who wish to work voluntarily in the school. In order to comply with safeguarding guidelines, it is necessary for all voluntary staff who work in school to be subject to the DBS and other checking procedures **before** access to children is permitted. All voluntary staff should also adhere to the guidelines (where applicable) contained within this booklet.

Complaints and concerns

If a member of staff has a complaint or concern regarding a school matter, in the first instance, he/she should address this directly to the member of staff concerned (if it concerns another member of staff) or his/her line manager or the relevant subject manager if it concerns a particular curriculum area.

If the matter remains unresolved as a result of this action, the member of staff should refer the matter to the deputy head. Should this prove to be ineffective, the issue should then be referred to the head teacher.



PRIVACY NOTICE

Privacy Notice for the school workforce for those employed or otherwise engaged to work at a school or the Local Authority

Privacy Notice - Data Protection Act 1998

We, All Saints' Church of England Primary School, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- the Local Authority
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

- **City of Bradford MDC**
Margaret McMillan Towers
Princess Way
Bradford, BD1 1NN
Email: ImtDataTeam@bradford.gov.uk
Telephone: 01274 439648
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288



Child Protection Procedures Flow Chart September 2017

**On discovery or suspicion of child abuse
If in doubt – ACT**



Inform your Named Person for Child Protection

Kathryn Shaw or John Davie

Who should then take following steps



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel No 01274 437500**
Out of hrs Emergency Duty Team **Tel No 01274 431010**
Named Persons may also seek advice from the Education Social Work Service
Tel 01274 439651



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.



Remember always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.



Ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed [here](#)
Retain a copy in school. Send copies to:

- Children's Social Care
- Principal Education Social Worker Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

USEFUL TELEPHONE NUMBERS

Children's Social Care Initial Contact Point: 01274 437500

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

Police: Javelin House, Child Protection Unit: 01274

PREVENT: Michael Churley 01274 432816