

Information and Code of Conduct for Volunteers: Windlesham Village Infant School

Windlesham Village Infant School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk without your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm. This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteer behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered improper or could be misconstrued by another person. The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school. Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

You should always:

- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils
- Observe other people's right to confidentiality (Unless you need to report something to the Headteacher or Designated Safeguarding Lead e.g. concerns about a child).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children.

Report to the Head teacher (or in the case of an allegation concerning the Headteacher, the Chair of Governors): (As soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text email or telephone, or arrange to contact, communicate or meet children outside of school.
- Develop 'personal' relationships with children.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so.

- Make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature. (It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.)
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature
- Give or receive (other than 'token') gifts
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.

Concerns about a child

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who will pass the information on to the School's Designated Safeguarding Lead, Mrs Ezzard.

What to do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters

- Listen to what is being said without displaying shock or disbelief, accept what is being said
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help them
- Do not interrogate the child or ask leading questions
- Reassure them it is not their fault
- Stress that it was the right thing to do
- Do not criticise the alleged perpetrator

Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the School's Designated Safeguarding Lead, Mrs Ezzard, to enable the matter to be dealt with in the most appropriate way

What if the alleged abuser is a member of the School staff?

You should report such allegations to the Headteacher, or the Deputy Headteacher, Miss Leggett.

What if the alleged abuser is the Headteacher?

Report such allegations to the Chair of Governors, Mr Alex Griffiths. Please put your concerns in writing in a sealed envelope, marked Confidential, for his attention, via the school office, or email chair@wvi.tamat.org.uk

How do I assure that my behaviour is always appropriate?

- Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well-being or safety.
- Treat all pupils equally – never build "special" relationships or confer favour on particular pupils
- As a volunteer you may well be working closely with children sometimes on a one to one basis. If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.
- Do not photograph pupils (unless requested to by the class teacher), exchange e-mails, text messages, phone numbers or give out your own personal details.
- Do not give or receive (other than token) gifts unless arranged through School.

I have read the school's information for
volunteers and agree to abide by the Code of Safe Conduct therein.

I have attended Volunteer training.

Signed: _____

Date: _____

Many thanks for your support of the school and its arrangements for the safety and care of
children and adults in our school community



Headteacher
September 2021