



# Tannery Drift First School

Enjoyment – Achievement – Respect

# Volunteer Code of Conduct

Last Review Date:  
May 2025

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May 2028



Artsmark  
Gold Award  
Awarded by Arts  
Council England

[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

# Volunteer Code of Conduct

## Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school volunteers are required to observe. Volunteers are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each volunteer has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside the school.

This Code of Conduct applies to all volunteers of Tannery Drift First School.

## 1. Setting an Example

- 1.1 All volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils. Volunteers agree to avoid using inappropriate or offensive language at all times.
- 1.2 All volunteers agree to demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 1.3 All volunteers agree to avoid putting themselves at risk of allegations of abusive or inappropriate conduct.
- 1.4 This Code helps all volunteers to understand what behaviour is and is not acceptable.
- 1.5 All volunteers are expected to familiarise themselves and comply with the following documents:
  - Volunteer Policy;
  - Volunteer Code of Conduct;
  - Safeguarding Quick Reference Guide.

## 2. Safeguarding Pupils

- 2.1 Volunteers have a duty to report all safeguarding concerns to the appropriate person. More details are set out in the Safeguarding Quick Reference Guide.
- 2.2 The school's Designated Safeguarding Person (DSP) is *Anna Greetham, Headteacher*.
- 2.3 The School's Deputy Designated Safeguarding Persons (DDSPs) are *Rosalind Torres, Deputy Headteacher, Beth Kerr, Family Support Worker, & Ellie Hanna, After School Club Manager*.
- 2.4 Volunteers should treat children with respect and dignity and must not demean or undermine pupils, their parents or carers, or other school staff whilst volunteering on the school site.

- 2.5 Volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing, or humiliating pupils, discriminating against, or favouring pupils.
- 2.6 Volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

### **3. Honesty and Integrity**

Volunteers must maintain high standards of honesty and integrity when volunteering within school or volunteering with groups of staff and pupils outside the school setting. This includes the handling and claiming of money if necessary and the use of school property and facilities.

### **4. Conduct outside of the school environment**

Volunteers should not engage in conduct outside of the school premises which could damage the reputation and standing of the school or the volunteer's own reputation or the reputation of other members of the school community.

### **5. eSafety and Internet use**

- 5.1 Volunteers are not permitted to use internet facilities whilst on the school site unless directed to do so by the class teacher in the context of the lesson they are assisting. Volunteers must exercise caution when using information technology and be aware of the risks to themselves and others. All approved internet usage must be in line with the UK General Data Protection Regulations (UK GDPR).
- 5.2 Volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 5.3 Volunteers should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.
- 5.4 Photographs or video footage of students must only be taken using school equipment, for purposes authorised by the school. Any such use must always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures following the UK General Data Protection Regulations on school equipment.
- 5.5 Volunteers must not use school devices to log into personal profiles or accounts.

### **6. Confidentiality**

Where volunteers have access to confidential information about pupils or their parents or carers, volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

If volunteers witness bullying behaviour at some point whilst on school premises, they must remember that these incidents need to be dealt with sensitively. For example, where a pupil is bullied by another pupil (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 pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

However, volunteers also have an obligation to share with the school's Designated Safeguarding Person any information which gives rise to concern about the safety or welfare of a pupil. Volunteers must never promise a pupil that they will not act on information that they are told by the pupil.

## **7. Compliance**

Volunteers should be aware that a failure to comply with this Code of Conduct could result in the school being unable to allow the individual to continue volunteering their time at the school.

All volunteers must complete the form in Appendix 1 to confirm they have read, understood, and agreed to comply with the Code of Conduct. This form should then be signed and dated and given to the Headteacher.

# Appendix 1

## Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the following documents:

1. Volunteer's Policy
2. Volunteer's Code of Conduct.
3. Safeguarding quick reference guide

Name .....

Signed .....

Date .....

Once completed, signed and dated, please return this form to the Headteacher



# Tannery Drift First School

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