



# Volunteers Code of Conduct

The Diamond Learning  
Partnership Trust

Date: October 2018

## **INTRODUCTION**

Thank you for volunteering to assist at our Trust Academy. We value the contribution you can make to our pupils' learning.

Volunteers have a special place in our Trust and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

To assist academies in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in any academy of The Diamond Learning Partnership Trust.

## **PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all volunteers are expected to observe, and each academy should notify volunteers of this code and the expectations therein.

The Code of Conduct should be read in conjunction with the Trust's other policies.

## **PRINCIPLES**

### **Supervision**

- You should be supervised by a member of staff at all times when working with pupils unless you have obtained a valid enhanced DBS (Disclosure and Barring Service) check. Never work alone in a room with one pupil.
- Accept and follow directions from the Class Teacher and Headteacher and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.

### **Setting an example**

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Adults set examples of behaviour and conduct which can be copied by pupils/students. Volunteers must therefore avoid using inappropriate or offensive language at all times and demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- Dress appropriately for the school setting and the tasks and role you will undertake.

### **Safeguard Pupils**

- The welfare of all pupils is paramount. The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the Academy's Designated Person (DP) for Child Protection. Notices are displayed throughout our academies to let you know who this person is.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by our academies should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional

caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.

### **Safety procedures**

- Volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils.
- Please sign in the visitors' book on your arrival and sign out when you leave. This helps us maintain an accurate list of the people on any trust premises in the event of a fire.
- Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on trust premises at all times.

### **Professional Relationship**

- At all times you should maintain a 'professional' relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and academy administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Mobile phones should only be used in the staff room and/or non-communal areas (i.e. private offices) and should not be used in sight or in front of pupils of the academy.

All relevant persons are required to ensure that they understand these standards and they should discuss any uncertainties with either their Supervisor or HR. Everyone is responsible for reflecting on their own conduct and practice to ensure that they meet the standards required of them in order to encourage pupils to do the same.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Job Title: \_\_\_\_\_