**A close-up of a school

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**Volunteer Code of Conduct**

**Updated November 2024 – to be reviewed annually**

***Please note this Code of Conduct must be signed before commencing any volunteer work at St George’s Primary School.***

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any volunteering activity at St George’s Primary School. We view this as a partnership in achieving the best outcomes for all our children.

**Volunteers will:**

* Observe the high standards of behaviour and conduct mandated by the school.
* Respect other volunteers, members of staff and pupils, and make them feel valued.
* Be approachable, pleasant and positive role models for pupils.
* Adhere to all school policies, including the Child Protection and Safeguarding Policy and GDPR.
* Treat all pupils and members of staff equally.
* Report any safeguarding concerns immediately to the class teacher or member of SLT.
* Accept and follow directions from staff and seek guidance when uncertain of tasks or requirements.
* Turn off mobile phones and store them away from sight while on school premises
* Ensure they sign in and out of school at the school office using the visitors’ book.
* Wear their visitor lanyard ensuring it is clearly displayed.
* Maintain an appropriate relationship with pupils to ensure children feel safe.
* Collect children quietly from their classrooms without causing disturbance to learning.

**Volunteers will not:**

* Discipline pupils; please pass concerns directly to the class teacher or a member of SLT.
* Take photographs in school without the prior permission of the headteacher.
* Share personal contact details with pupils or make arrangements to meet pupils outside school.
* Discuss internal school operations on any form of social media.
* Make inappropriate jokes or remarks of a sexual, racial, discriminatory or offensive nature.
* Give or receive gifts, unless arranged through the headteacher.
* Be overly friendly towards a child or invade their personal space (including hugging or sitting too close to a child)

**I confirm that I have read the code of conduct and agree to abide by the rules outlined in this policy.**

**I confirm that I have received and read the following policies and documents: Child Protection and Safeguarding Policy, and Data Protection Policy.**

**I understand that following my DBS check, I must inform school immediately if there are any changes to this (i.e. criminal investigations).**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**