Policy name:	Code of Conduct for Volunteers and Visitors
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Child Protection procedures

- The school has clear guidance for Child Protection processes. All adults have a duty to follow these, including visitors and volunteers
- If you have any concerns about a child, please report it as soon as possible to the Designated Safeguarding Lead (DSL)
- You have a responsibility to report concerning behaviour of any adult in school. In the case of an adult to the Headteacher, in the case of the Headteacher to the Chair of the Governing Body (contact information in the school office)

Power and positions of trust

As an adult visiting our schools, you are in a position of trust. You must not use this position in any way that compromises the safety of a child, or promotes any kind of relationship that is inappropriate.

Confidentiality

Visitors and volunteers to the school may have access to, or overhear, information about pupils that is confidential or sensitive. All adults are expected to treat any such information as confidential and, if you have any concerns, you need to discuss them with a member staff.

Propriety and behaviour

- All adults working with children act as role models for them. You must adopt high standards of personal conduct
- Adults should not make (or encourage others to make) unprofessional personal comments which scapegoat, demean, discriminate, humiliate, or might be interpreted as such
- Adults do not raise their voices, unless in an emergency situation
- Adults should ensure they are dressed decently, safely and appropriately for the tasks they will be undertaking in school

Mobile phones and cameras

- Mobile phones and cameras must not be used when on school premises
- You are not permitted to take photographs or videos of children using any device, for any reason

Gifts

It is unacceptable either to give, or receive, gifts on a regular basis or of any significant value.

Physical contact

- It is important to recognise that physical contact with children can be subject to misinterpretation. Any contact must be in the public arena and not behind closed doors
- Physical intervention or restraint must not be used. Support from a member of staff should be sought immediately if you are concerned about a child's behaviour
- If you have any concerns about an incident that has taken place, please talk to either the Headteacher or a member of the leadership team

Whistleblowing

All adults should be able to voice their concern, made in good faith, without fear of repercussions. Should you have any concerns about something that you have witnessed or seen in school, you must feel free to bring it to the attention of the Headteacher. This is especially important where you believe the welfare of a child, or children, to be at risk.

Discrimination

Do not discriminate favourably, or unfavourably, towards **any** child, family, volunteer or staff member.

REMEMBER

If you have any concerns, no matter how small, please talk to a member of staff immediately.