

A Good Practice Code of Conduct for Volunteers **at Round Hill Primary School**

Thank you so much for volunteering to come in to school, we hope that you find your time in school enjoyable, fun and rewarding. We know that the children you will work with will benefit from your support in lots of different ways and many activities, such as swimming, could not take place without your help. Thank you.

We hope that the points below will help to clarify what you need to do when you are volunteering in school in order to help your visit run smoothly and safely.

- On arrival at school please come to the main school office and sign in the Visitors' station (this can be found just through the main door). Please collect a badge to say that you are an official visitor in the school. Please sign yourself out on leaving, so that we know who is left in the building in case of fire.
- If you are in school over a break time please help yourself to a drink and have a sit down in the staffroom.
- If you are helping in a classroom please try and reinforce instructions given by the class teacher and encourage children to follow the school rules (displayed in all classrooms).
- When working with the children please try to offer positive comments, encouragement and be as supportive as possible.
- If the children you are working with are not doing as you ask please take them back to the classroom and talk to the class teacher.
- If asked to work with a small group of children outside the classroom please work in an open area or keep the door open if in an enclosed space. This is for your own safety.
- Again, for your safety, please avoid any physical contact with children
- If you are ever concerned about something a child says to you please talk to the class teacher, head teacher or a member of the office staff before you leave so that we can follow up your concern.
- If the fire alarm sounds when you are in the building please leave by the nearest exit, taking the children you are working with to the nearest playground. Please wait on the playground and a member of staff will come to register that you and the children are safe.
- Please remember that much of what you see in school is confidential, your discretion is appreciated.
- The school has an Equality Policy. This means that all adults in school must act in a way that respects pupils, staff, governors and officers of the LA whatever their race, nationality, colour, gender, sexual orientation or disabilities.
- As you will be aware all volunteers have to be DBS checked. This check is carried out for the safety of the children, which you will agree is of prime importance.
- If you are unable to come in to school please let the class teacher know or ring the school office.

Please always ask a member of staff if you are ever unsure of what you've been asked to do.

We hope you enjoy volunteering at Round Hill!

Please sign the sheet to say you have read and understand this code of conduct.

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