



# Code of Conduct & Safeguarding Guidance – Volunteers, Interns and Youth Workers

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<b>Applicable to</b>	All Volunteers

## Revision History

<b>Version</b>	<b>Date</b>	<b>Reason for most Recent Revision</b>
v1.0	June 2017	New document to complement release of v4.0 of Safeguarding Children and Safer Working Practice Policy [HRF-POL-011].
v2.0	September 2018	Updated to combine both Reading Parents and Parent Volunteer
v2.1	February 2019	Reviewed with minor changes.
v2.2	March 2022	Reviewed with no changes
v2.3	September 2023	Minor changes
v2.4	May 2024	Update to reference Vaping and E-cigarettes
v2.5	August 2024	Clarification on background checks for Student Volunteers



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## 1 Introduction

Thank you for volunteering to assist at our school. We value the contribution you can make to our students' learning. To help keep our children safe and to help safeguard both you and the School from any unnecessary difficulties, we have created a code of conduct for all volunteers.

This document has been written to comply with [Keeping Children Safe in Education \(2024\)](#)

This Code of Conduct sets out the guidelines that we expect all our volunteers, interns and youth workers to follow. Please read through them carefully before signing the Abbreviated Version at the end to say you understand and agree to abide by the Code of Conduct & Safeguarding Guidance – Volunteers, then return the signed copy to the school office for our records. We will take a photocopy to give back to you.

### **Volunteers who feel they cannot fully abide by the guidelines within this Code of Conduct should withdraw their offer of help.**

The School's three Heads of School are Designated Safeguarding Leads (DSLs). In the event of their absence from school, their deputy is the Deputy Head or Assistant Head who is deputising on that date. DSLs keep detailed written records of all concerns. If, during your time volunteering at the School, you have any questions about safeguarding, you may speak to the DSL or, in their absence, to their deputy.

A [Volunteer Approval Form](#) will be completed, this can be signed by a relevant manager and held with the HR Department

## 2 Background Checks

The checks that need to be completed will depend on the type of volunteer, the frequency of their volunteering and the level of contact they have with children.

Typically volunteers will not need to provide background checks if they are reading volunteers, or attending a school event as a one-off activity.

Student volunteers/Interns scheduled to be in school for less than two weeks are also exempt from requiring a police check.

Volunteers that have not provided background checks cannot be left unsupervised with children.

Parent volunteers and volunteers who are accompanying school trips, or are in school regularly, which is defined as once a week or more than 4 times a month, will be required to provide a Good Conduct Certificate from the Ministry of Interior, and a Police Check from their country of origin.

All approved volunteers will be added to the School's Single Central Register.



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## 3 Supervision

- Volunteers that have not provided background checks will always be supervised by a member of staff, when in school and working with students
- Never work alone in a room with one student
- You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with
- If you assist in your child's class and a conflict of interest arises, e.g. giving undue attention and support to your own child, or using the time to discuss your child's progress with the Class Teacher, then the class teacher or the Year Leader may ask you to reconsider your offer of help. In such instances, you may be asked to volunteer in a class other than that attended by your child or withdraw entirely from volunteering
- To enable our staff and students to recognise you and understand your role, please ensure you always wear the school lanyard prominently.

## 4 Professional Relationships

- At all times you should maintain a professional relationship with all students and staff. This will minimise the risk of any allegations of inappropriate behaviour
- Volunteers are expected to model appropriate behaviour, however, behaviour management of the children is the responsibility of members of school staff (Head of School, Teachers, Teaching Assistants) and not that of volunteer helpers. If you are working with students who are misbehaving, please refer this to the Class Teacher as soon as possible. Never reprimand or allocate sanctions yourself
- If a student tells you something or you see something that concerns you greatly or if you feel what has been disclosed and/or witnessed is of a serious safeguarding nature, which may be putting a student's welfare at risk, you should make detailed notes of your concern and then this should be reported to the Designated Safeguarding Lead (DSL) or their deputy immediately
- You must not try to investigate the matter any further yourself, for example by asking the student questions, and that you should never promise to keep any disclosure by a student a secret
- Please be aware that even if you know some of the students very well you should limit physical contact with students, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity
- Volunteers should use the staff toilet, never the students' toilets
- Do not share personal information about your views, beliefs, sexual relationships or lifestyle
- Never give or exchange contact details with students, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as inappropriate
- Occasionally, a child or young person may develop an infatuation with an adult who works with them. An adult who becomes aware that a student is developing an infatuation should discuss this at the earliest opportunity with the DSL so action can be taken to deal with the situation sensitively and appropriately to maintain the dignity and safety of all concerned



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- You should act appropriately towards all students, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with the DSL of the school
- If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please report them immediately to the DSL
- Reading Volunteers should not write comments in the reading journal, this is the responsibility of the Class Teacher or the Teaching Assistant

## 5 Confidentiality

All information you may hear or see about the school or a student is of a **confidential** nature. You should not discuss any student outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other students, speaking to family and friends or posting messages online about your experiences in our school. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with the Class Teacher or Head of School if they require further information

## 6 Setting an Example

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

- Dress appropriately and modestly for the school setting and the tasks and role you will undertake
- Talk politely and calmly to all students. Avoid sarcasm, demeaning or insensitive comments
- Never use inappropriate, offensive or abusive language whilst on the school premises
- Smoking, vaping and the use of e-cigarettes in the school building or grounds is prohibited
- Offer encouragement and praise to the children. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.
- Promote and follow the classroom rules.
- Never discuss subjects that are inappropriate for the age of the students to participate in, or listen to, including "gossip"/sharing of information about staff, parents or students.
- Never be under the influence of intoxicating substances when assisting as a volunteer.

## 7 Use of Mobile Phones, Cameras and Computers

- When working with groups of children, use of personal IT devices and mobile phones is prohibited. Mobile phones should be on silent when working with groups of children. If you need to use your mobile phone for personal use in an emergency, please go to the school main reception area. Using the video or camera features of your mobile phone to take images of students you are working with is strictly prohibited
- The school's photographic and video equipment may only be used by volunteers under the supervision of a teacher.



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## 8 Gifts and Rewards

Personal gifts must not be given to students. Neither should you give students any rewards not covered by the School's Behaviour Policy [Infant and Junior/PUP-POL-002; Senior/PUP-POL-003]. Nor should you accept gifts from students (other than small tokens of thanks).

## 9 Safety Procedures

- Parent Volunteers must sign in and out at the Reception Desk so their presence is accounted for in the event of an emergency.
- All other volunteers and interns should report to Security and be processed as a volunteer. They will be issued with a volunteer/intern lanyard and directed to the relevant department.
- Volunteers should familiarise themselves with the fire safety procedures [Fire Safety and Evacuation Policy, HS-POL-009] and evacuation routes that are clearly displayed in each classroom. In the event of the fire alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for students. Our main fire assembly point is the Tiger Turf. If you have any questions about the fire safety arrangements, then please seek clarification from the teacher you are working with.
- Volunteers should familiarise themselves with the procedures to follow in the event of a "lockdown" (our Critical Incident procedures [Critical Incident Policy "EMERGENCY CODE BLUE", HS-POL-010]) and, if the sirens sound, seek guidance from a member of staff. Those working with indirect supervision should seek shelter and await further instruction from a member of staff.
- At all times exercise reasonable care for the safety and welfare of yourself, students, members of staff and others on the school premises.

## 10 Medical Issues

- The Class Teacher you are supporting should inform you of any students who have specific medical needs, so that you are aware of any symptoms to look out for. All medical information about students is strictly confidential and therefore only very limited information will be provided.
- If a student requires medical attention whilst working with you, inform a member of staff immediately. They will get a qualified first aider to attend to the student. Volunteers should not administer first aid except in an emergency.
- If you have any health related issues that may need medical attention, it is your responsibility to ensure the School Nurse is made aware of these.

## 11 If you are Unable to Attend

If you are due to help in school, but are unable to do so because of illness or personal circumstances, please inform the School either by emailing the teacher you are assisting, or calling T: 1760 5000 for Saar or T: 1760 5300 for Isa Town, as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our teachers adjust their lesson plans if they know your support is unavailable.



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## 12 Breaches of this Code

If the Head of School believes that any of the above requirements and expectations have been breached, then it is at their discretion to decide either to give a warning to the volunteer concerned or to instruct the individual to cease attending the school as a volunteer.

It is imperative that people who work within our school maintain the high standards of personal conduct outlined in these guidelines. If the Head of School is concerned that aspects of your private life may affect the reputation of the school and/or impact on the effectiveness and safety of those who work and attend our school, they will instruct you to cease your support as a volunteer.

## 13 Safeguarding Training

Volunteer helpers will receive Safeguarding information during the Parent Volunteer Induction session from either the Designated Safeguarding Lead or a Deputy Safeguarding Lead.



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## ABBREVIATED VERSION

Thank you for volunteering to assist at our school. We value the contribution you can make to our students' learning. To help keep our children safe and to help safeguard both you and the School from any unnecessary difficulties, we have created both a full and an abbreviated code of conduct for all volunteers. This abbreviated version that you sign is part and parcel of the full policy.

The full Code of Conduct & Safeguarding Guidance – Volunteers [HRF-POL-017] sets out in detail the guidelines that we expect all our volunteers to follow. Please read through it carefully, before signing this abbreviated version to acknowledge you understand and agree to abide by the Code. Return the signed copy to the school office for our records. We will take a photocopy to give back to you.

- I have read and understand the full version of the Code of Conduct & Safeguarding Guidance – Volunteers [HRF-POL-017].
- I will keep all information regarding individual students that I see and hear whilst in school confidential.
- If I have concerns about a child, I will share them immediately with the Class Teacher, or if a safeguarding concern, the Head of School.
- If another parent raises a concern with me, I will refer them to the School Office, their child's Class Teacher or the Head of School.
- When supporting in school, I will not use my mobile phone.
- I will not take any photos of children in school unless I have been requested to do so by a member of staff and am using a school device.
- I will dress appropriately and modestly and maintain a professional relationship with all students and staff.
- I will adhere to all school policies and procedures.

If you are prepared to follow these procedures; have read the full code of conduct and understand the importance of our confidentiality arrangements, please complete and sign below.

Thank you for your cooperation and we look forward to welcoming you as a Parent Volunteer in our school.

<b>Volunteer's Name [Please print]</b>
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<b>Name(s) of Children attending St Christopher's School and Year Group</b>	<b>Year Group</b>

**I have read, understand and agree to follow St Christopher's School Code of Conduct & Safeguarding Guidance - Volunteers and am happy to help in school.**

<b>Signed</b>	<b>Date</b>
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