



St Laurence Church Junior School Volunteer Code of Conduct

Aims, Scope and Principles

This Code of Conduct aims to set and maintain expectations from all volunteers at St Laurence Church Junior School. By adhering to this code, we strive to create a safe, happy, and respectful environment for our children, staff, and community.

By volunteering at the school, you agree to uphold this code of conduct.

Conduct Expectations:

As representatives of the school, volunteers will:

Support School Values:

- Uphold the school's vision of "Learning, Loving and Sharing, Guided by Jesus" in all activities and interactions.
- Treat all individuals with dignity and respect, embracing diversity and fostering an inclusive environment.
- Foster a positive atmosphere during school events and activities, encouraging collaboration and teamwork.

Act as Role Models:

- Demonstrate high standards of behaviour and professionalism at all times.
- Arrive on time, be reliable, and commit to the responsibilities you have volunteered for.
- Behave with honesty and integrity.

Respect Confidentiality:

- Do not share information from school unless you have been given express permission from the headteacher or other SLT* member.
- If others ask questions about something which has happened at school, direct them to the child's class teacher or SLT*.
- Ensure that photographs of children and items containing names or other personal information are not taken off site.
- Ensure photographs and other personal information is disposed of by shredding.

Respect School Property:

- Treat school facilities, equipment, and resources with care and respect.
- Do not take unnecessary risks and report any potential dangers on site.

Safeguarding Responsibilities

Volunteers have a duty to safeguard children from harm. This includes:

- Reporting concerns regarding the welfare of a child to the designated safeguarding lead.



- Reporting concerns about the conduct of other adults, whether staff or volunteers, to the headteacher.
- Not putting themselves at risk of allegations by being alone with a child.
- Keeping mobile phones and other smart devices out of sight when children are present.
- Not taking photographs of own children or other children without express permission from SLT*.

Communication Including Social Media

When communicating on social media or other platforms with regards to the school, volunteers will:

Communicate Respectfully

- With all members of the school community in language and tone both in person and online.

Represent the School Positively

- Share information and updates in a manner that reflects the values of St Laurence Church Junior School.

Maintain Professional Boundaries:

- Avoid discussing sensitive school matters or personal opinions that could be construed as undermining the school's reputation.

Understanding Policies

Volunteers should familiarise themselves with:

- The school's Safeguarding Policy
- The Health and Safety policy
- Emergency Evacuation and Lockdown Procedures.

DBS

Volunteers should be aware that school has been required to pay for a DBS at a cost of £15.70. This fee will be paid by the school as we value the vital work our volunteers complete. However, when offering to volunteer, the school would expect that a minimum of one term be offered and may ask for a reimbursement of costs if the DBS is processed and the individual does not then complete the volunteering.

I confirm that I agree to this code of conduct.

Signed; _____

Date: _____

**SLT is the Senior Leadership Team. It consists of:*

- *Mr Andrew Murphy (Headteacher)*
- *Mrs Karla Mulrain (Deputy headteacher)*
- *Mrs Lyn Haden (Assistant Headteacher/ SENCO/DSL)*