



Great Horwood Church of England School

School End, Great Horwood, Bucks, MK17 0RG

Headteacher: Mrs Paula Shaw

Our Core Christian Values are: Love, Perseverance and Respect

VOLUNTEER AND VISITOR CODE OF CONDUCT

This code applies to all adults who visit or volunteer within our school in any capacity, paid or as a volunteer.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children will be watching you as you work and move around the school. They will copy you, and may talk about you to others outside of the school. We expect all adults to comply with this code of conduct at all times, within the school, or on visits on behalf of the school.

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem
- demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable
- speak respectfully to other adults at all times, even if we disagree with them.

As volunteers we will:

- avoid encouraging gossip about adults or children, and will take active steps to divert conversations away from this if we come across it
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect.
- work as part of a team, contributing as well as learning from others so that we can provide the best possible learning opportunities for the children
- treat everyone with respect
- dress appropriately, so that we set a good example for the children and to show that we are here to work
- behave in a positive way despite any personal problems that we may have, especially in front of the children.



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To uphold the statutory requirements of working with children we will:

- work within the school's policies and practices, so that what we do is consistent with what has been agreed between members of the staff and the governors
- follow the school's guidelines on dealing with the children, with particular regard to policies and practices about behaviour and discipline.
- know what to do and who to report to if you have any concerns regarding safeguarding
- maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress.

In our daily practice we will:

- Always act in the child's best interests
- Take responsibility for our own actions
- Ask for help from teachers if needed
- Be aware that physical contact may be misconstrued
 - All physical contact should be open to scrutiny
 - Use professional judgement and record any incident with senior staff
 - If demonstration required eg musical instrument/PE inform child in advance
- Tell a colleague or staff member if you have comforted a child
- In 1-1 working make another adult aware prior to work. Ensure door/visual access
- Follow the agreed digital media safe use policy, mobile phones only to be used in safe zones ie headteacher's office, school office and staffroom.
- Follow the school's internet guidance and policy
- Report any behaviour by colleagues that raises concerns to the headteacher or senior member of staff.

All adults working, volunteering or visiting at Great Horwood School have a duty of care to the children. The child's needs are paramount in law. Procedures for child protection are clear. Mrs Paula Shaw is the designated safeguarding lead person, all concerns must be reported.

I agree to this visitor/volunteer code of practice:

Signed:

Date: