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# Manland Primary School

## Swimming Volunteer Pack



<b>Last Review by School</b>	October 2024
<b>Next Review by School</b>	October 2025



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## **Job Description and Person Specification**

**Salary:** Voluntary (not a paid position)

**Frequency:** .....

**Purpose of Role:** The Volunteer role is to support class staff on swimming off site visits.

### **Main Duties & Responsibilities**

Role	Job Description
Swimming helper	<ul style="list-style-type: none"> <li>• To accompany pupils to, and from, their weekly swimming sessions</li> <li>• To assist with walking the children to and from the coach</li> <li>• To follow the direction of the class teacher</li> <li>• To ensure the safety of children at all times.</li> </ul> <p>No swimming volunteer will help on a “regular” basis (more than 3 times in 30 days, overnight etc)</p>

### **Other duties and responsibilities**

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Understand and empathise with the aims and values of the school and its equal opportunities policies.

### **Qualifications/Experience**

- Knowledge or experience in a childcare setting is desirable, but not essential.
- Must be reliable.
- Must have the ability to relate well to children.
- Good interpersonal skills.
- Must be supportive, enthusiastic.
- Ability to work as part of a team, but be able to use own initiative.

### **Equality**

Manland Primary School welcomes a diverse population of both pupils and staff. In order to consolidate and build upon this diversity, it is essential that equality of opportunity and the absence of unfair discrimination be at the core of all the School’s activities. The School is committed to promoting and developing equality of opportunity in all its functions and all visitors to site are expected to follow this same commitment. Full details of our Equality Policy can be found on our school website.



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## **Boundaries of role**

As a school, we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding requirements.

- Volunteers must not use mobile phones at any point, whilst volunteering with Manland Primary School, unless in an emergency.
- Volunteers must not make physical contact with a child.
- Volunteers must use staff toilets /adult toilets when volunteering. At no point should a volunteer use a child's toilet facility.
- Volunteers who take part in swimming lesson trips must not enter the pupil changing rooms or assist children to get dressed.
- Volunteers may be made aware of any medical conditions for children they are working with which may require immediate intervention. The volunteer will inform a member of Manland staff immediately if a child requires first aid or medication. Volunteers should not provide any first aid or medication to children, unless in an emergency.
- Volunteers must sign in and out of school and also wear a lanyard at all times whilst on site (green lanyard for volunteers in regulated activity with a DBS).
- Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting.
- Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour, even involving the volunteer's own child, should be referred to the relevant member(s) of staff.
- Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal school matters which they may receive or obtain while undertaking voluntary activities.
- Volunteers participating on an offsite visit, must complete an OV7B form and return it the school office (copy attached as Appendix 3).
- Volunteers who have agreed to transport pupils in a private vehicle during school hours must complete an OV7D and provide the following evidence to the school office, prior to the offsite visit: Driving license, Car Insurance certificate, Car Registration Document and MOT certificate.
- Should a volunteer have any concerns whilst volunteering, they must follow Manland's Child Protection Quick Reference guide. **Safeguarding concerns must only be shared with a member of the safeguarding team; Mrs Wicks, Mr Comer or Mrs Kemp.** If the DSL or Deputy DSLs are absent, please ask a member of the admin team to contact them via telephone for you.

The Headteacher and Governing Body reserve the right to determine whether any volunteer should be refused permission to participate or to continue to participate in appropriate activities where this is felt to be justified.



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## Safeguarding and Safer recruitment process

- All parent and carer volunteers at Manland Primary School must confirm they have read and understood our safeguarding guidance:

Safeguarding document	Please tick
<b>Keeping Children Safe in Education</b> <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>	
<b>Manland's Child Protection policy</b> <a href="http://manland.herts.sch.uk/download/child-protection-policy/">manland.herts.sch.uk/download/child-protection-policy/</a>	
<b>The Prevent Duty</b> <a href="https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible">https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible</a>	
<b>Details of Manland's safeguarding team</b> <a href="https://manland.herts.sch.uk/safeguarding/our-safeguarding-team/">https://manland.herts.sch.uk/safeguarding/our-safeguarding-team/</a>	
<b>Manland's Child Protection Quick reference guide for Volunteers and Visitors</b> Attached as Appendix 1	
<b>Guidance for Safer Working Practices</b> <a href="https://www.saferrecruitmentconsortium.org/">https://www.saferrecruitmentconsortium.org/</a>	
<b>Behaviour Policy</b> <a href="https://manland.herts.sch.uk/download/behaviour-policy/">https://manland.herts.sch.uk/download/behaviour-policy/</a>	
<b>School Trip Volunteer guide</b> Attached as Appendix 2	



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## Appendix 1

### Manland Primary School Child Protection quick reference guide for volunteers and visitors



Designated Senior Leaders

**The Designated Senior Leader “DSL” is:**

Mrs Wicks

**The Deputy Designated Senior Leader “DDSL” are:**

Mr Comer and Mrs Kemp

Mrs Wicks should be your first point of contact, in her absence any of these people can help with your child protection concern. If the DSL or Deputy DSL are absent, please ask a member of the admin team to contact them via telephone for you. In the event of an emergency you can call:

**0300 123 4043**

The Manland Primary School Child Protection Policy can be found on our school website on [www.manland.herts.sch.uk](http://www.manland.herts.sch.uk).

Please also refer to Part 1 of the DFE’s Guidance, ‘Keeping Children Safe in Education’.

## **Introduction**

Safeguarding is everyone’s responsibility. Child protection is part of the safeguarding process. It focuses on:

- Providing a safe environment
- Identifying children who are suffering or likely to suffer significant harm, and
- Take appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Senior Leader (DSL)** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

## **When to be concerned?**

As an adult working with or offering to supervise children and young people, **you** have a duty to act when you have a concern about a child’s welfare. When you become aware of information that leads you to be concerned about the wellbeing of a child you must report it. The information you have may not be enough on its own for a child protection referral. However, it will help your DSL to build a picture of a child at risk of harm.

## **Alerts:**

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child’s behaviour or presentation
- A child may make a disclosure to you

If you report a concern to a member of the safeguarding team, you may ask for a follow up to check what actions have been taken and it is your responsibility to escalate this if you are not satisfied. If you are on the school grounds or offsite with pupils and you have a safeguarding concern, you must tell a member of staff on the trip and they will put you in contact with a member of the safeguarding team.

## **Remember, harm to a child can be caused by anyone:**

- A parent/carer
- Family member/friend
- Another child
- Stranger



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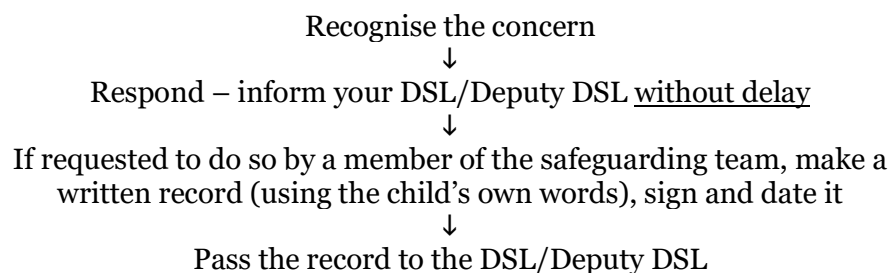
- Member of staff/volunteer
- Member of the community

**Regardless of the source of harm you must report your concern**

- If your concern is about a staff member / volunteer you should report this to the Headteacher only
- If your concern is about the Headteacher inform Chair of Governors – Libby Montgomery via Chairgovernors@manland.herts.sch.uk. In the Chair’s absence contact the Vice Chair, Jeff Phillips.
- If neither are available, contact the LADO on 0300 123 4043

*The School’s Safeguarding Governor is Chris Wardle. He oversees our safeguarding policies and procedures, however he should not be contacted with an individual safeguarding concern about a pupil.*

**What must I do if I have a concern?**



**Dealing with a Child’s disclosure**

- **Listen** - Listen carefully to what is said to you.
- **Reassure** - Be calm, attentive and non-judgmental. Stress that it was the right thing to tell. Don’t promise to keep what is said secret. Ask no leading questions (**TED**):
  - Tell me more...
  - Explain that to me
  - Describe what happened
- **Respond** - Tell your DSL without delay

**• Write it down**

- Use the child’s own words. Note anything else that made you concerned
- Sign and date it
- Give it to your DSL

**School Trips Guidance, including Swimming**

- Please ensure that you know who is leading the school trip
- Follow their guidance and direction at all times, if ever unsure, please ask for clarification
- Treat all pupils equally and with respect
- Find out who is responsible for delivering first aid, and do not administer any first aid yourself (unless in an emergency)
- Unless you have a DBS check, you will not be left unsupervised with pupils or able to take pupils to the toilets without a member of staff
- The use of your personal mobile phone is not permitted in sight of any pupils
- Do not take any photographs or videos of pupils
- If you have any safeguarding concerns, please follow advice on the previous page and ensure that this remains confidential at all times
- If swimming, avoid entering the children’s changing rooms unless directed to by a member of staff
- Whilst supervising the children, alongside the school staff, please guide them to stay safe on or near the roads, wait sensibly for their peers and listen to the swimming pool staff
- If you are transporting pupils, you will be required to complete the relevant risk assessment forms provided by the school office.

**How do I ensure my behaviour is always appropriate?**

Please refer to the Guidance for Safer Working Practices which can be found on the Safer Recruitment Consortium website:

<https://www.saferrecruitmentconsortium.org/>



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## **Appendix 2: School Trip Volunteer Guide**

Thank you for offering to help on our exciting trip. We appreciate parental involvement in the life of our school and hope that you and the children have a great day.

Here are some tips to ensure the trip runs smoothly and that everyone is kept safe:

### **Before the trip:**

- To attend the trip you must have read the “Child Protection Quick Reference Guide for Volunteers and Visitors” and read and signed our volunteer recruitment pack. Please ask the school office if you haven’t received one of these.
- If the office has requested safe recruitment and safeguarding documents from you, you will need to share these with the school office beforehand.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- Make sure you know how to recognise and respond to any concerns about a child’s safety or welfare.

### **During the trip:**

- Follow the school’s “Child Protection Quick Reference Guide for Volunteers and Visitors” and our volunteer safeguarding protocols.
- You may be assigned a group of children alongside a member of staff, together with a list of their names. Please work with the staff to do regular headcounts to ensure your group is still together.
- On the coach journey, please ensure all children in your group are wearing seat belts and that they remain seated for the duration of the journey. Children may not be allowed to eat or drink on the coach. Members of staff have sick bags if required.
- When walking, encourage children to walk in pairs and promote important road safety messages. If you are given a hi-vis jacket, please ensure you keep this on. When walking with children on the pavement, please walk on the side nearest the road, with children further away from the road. You may be directed to help pupils cross the road, please listen carefully to what you are asked to do by the lead adult.
- You are unable to use your mobile phone in sight of the pupils, unless in the event of an emergency. If you need to use your phone, please let a member of staff know so they can remain with your group while you use your phone elsewhere.
- You are not permitted to take photos of any children on a personal device.
- Members of staff are responsible for all toileting and first aid, please let one of them know if this is required.
- If you have any concerns about anything a child says or does on the trip, please let a member of staff know. Please maintain confidentiality, only discussing issues with the lead member of staff. If this is a safeguarding concern, please refer to the Child Protection Quick Reference guide provided and action accordingly.

Above all, if you are unsure of anything at all, please talk to a member of staff. We will be pleased to answer any of your questions and address any concerns.



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### Appendix 3



<p><b>FORM OV 7B (CSF4259)</b></p> <p><b>SELF-CONSENT FORM FOR ADULTS</b> (or young people living independently)</p>
<p><b>Establishment:</b></p>

**To be completed by visit leader/organiser**

Visit:		
Visit Leader:		
Date of Visit:	From:	To:
Is a photograph of participant required:		Yes / No

**To be completed by participant.**

Full name:	Date of Birth:
	Passport Number (where required)
Do you:	
<ul style="list-style-type: none"> <li>Have a medical condition requiring medical treatment or medication?</li> <li>Have an allergy to certain medications?</li> </ul>	Y/N Y/N
Please give details of medical condition/treatments or allergies to medications below:	
<p>Have you been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? Y/N</p> <p>If yes, give details:</p>	
<p>Have you supplied details of your Inoculations record with this form? Y/N</p>	
<p>Do you have any special dietary requirements? Y/N</p> <p>If yes, give details:</p>	
<p>I wish to draw the following to the group leaders attention (e.g. allergies, phobias, recent operations and treatments, conditions which may affect fitness to participate in certain activities):</p>	
<p><b>SWIMMING ABILITY:</b> (only applicable if water-based activities are planned. Are you water-confident / competent?)</p>	





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<b>EMERGENCY CONTACT INFORMATION</b>		
	<b>MAIN</b>	<b>ALTERNATIVE</b>
Name:		
Relationship:		
Address:		
Telephone Numbers:	Day:	
	Evening:	
	Other:	
<b>FAMILY DOCTOR DETAILS</b>		
Name:		
Address:		
Telephone Numbers:		
NHS Number (if known)		

<b>DECLARATION</b>	
I have received and understood the details of the visit.	
I confirm that I am in good health and fit to participate in the activities described.	
I agree to receive medical treatment as considered necessary by the medical authorities present.	
I undertake to inform the visit organiser as soon as possible of any change in medical circumstances between the date signed and the commencement of the event.	
Signed:	Date:
Name in Capitals:	
Address:	
Postcode:	
Telephone No:	

**The information on this form should be retained by the establishment's emergency contact.**

**This form or a copy may be taken by the visit leader on visits outside the UK.**



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## **Appendix 4: Code of Conduct for Volunteers in School**

### Contents

<u>1. Introduction</u>	11
<u>2. Principles</u>	11
<u>2.1. Setting an example</u>	11
<u>3. Safeguarding Pupils</u>	11
<u>3.1. Low Level Concerns</u>	11
<u>4. Relationships</u>	12
<u>4.1. Relationships with pupils</u>	12
<u>5. Pupil Development</u>	12
<u>6. Honesty and Integrity</u>	12
<u>7. Conduct outside of Work</u>	13
<u>8. E-Safety and Internet Use</u>	14
<u>9. Confidentiality</u>	14
<u>10. Dress and Appearance</u>	14
<u>11. GDPR</u>	15
<u>12. Compliance</u>	16

Appendix 1 – Confirmation of compliance

Appendix 2 – Relationships with pupils outside of work declaration



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## **Introduction**

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school volunteers and those acting on behalf of the school are expected to observe.

All volunteers at Manland are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct applies to all volunteers of the school. This policy may be amended at any time.

This Code helps all volunteers to understand what behaviour is and is not acceptable.

Volunteers should be aware that a failure to comply with the Code of Conduct could result in the voluntary role being withdrawn.

## **Principles**

All volunteers are expected to familiarise themselves and comply with all school policies and procedures on safeguarding and health and safety.

Volunteers must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

## **Setting an example**

All volunteers set examples of behaviour and conduct which can be copied by pupils. Therefore, all volunteers must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

## **Safeguarding Pupils**

Volunteers have a duty to have regard to Keeping Children Safe in Education and abide by the duties placed upon them within this.

Volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the schools Designated Safeguarding Lead (DSL) and/or Deputy Designation Safeguarding Lead (DDSL).

The School's DSL is Mrs Wicks. The Deputy DSLs are Mr Comer and Mrs Kemp.

Volunteers have access to the Child Protection Policy and Whistleblowing Procedure which may be found in the school office and volunteers must be familiar with these documents.

Volunteers should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils.

Volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Volunteers should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

## **Low Level Concerns**

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour



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towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the code of conduct, including inappropriate conduct outside of the school setting
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

### **Relationships**

Volunteers must declare any relationships that they may have with pupils, staff, clients, contractors supplies or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections. **A declaration form may be found at the end of this document.**

Existing or new personal relationships at between colleagues should be declared to the Headteacher where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Headteacher will treat declarations in confidence.

Volunteers should not assume that the school are aware of any such connections and should use Appendix 2 to make a declaration.

### **Relationships with pupils**

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, volunteers should report the contact to the Headteacher immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

### **Pupil Development**

Volunteers must comply with all school policies and procedures that support the wellbeing and development of pupils.

Volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Volunteers must follow reasonable instructions that support the development of pupils.

### **Honesty and Integrity**

Volunteers must maintain high standards of honesty and integrity in their work. This includes



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the handling and claiming of money and the use of school property and facilities.

All volunteers must comply with the Bribery Act 2010. A person may be found guilty of an offence of bribery under this act if they:

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure which may be found in the school office.

For Hertfordshire schools, for further information see the HCC Anti Bribery Policy for Schools available on The Grid.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of one off “token” gifts from pupils or parents.

Personal gifts from individual volunteers to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Volunteers must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the relevant person with delegated authority (the Headteacher). References or endorsements on social media given by other members of staff or volunteers must be clear that they are provided in a personal capacity.

### **Conduct outside of School Setting**

Volunteers must not engage in conduct outside work which could seriously damage the reputation of the school or the volunteer’s own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates a volunteer may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a volunteer be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question a volunteer’s suitability or ability to do their role/work in an educational setting.

Volunteers may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual’s work performance in the school. It is recommended that permission is sought in advance.

- volunteers must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their role at the school
- if any allegation of wrongdoing occurs in a volunteer’s work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school’s ability to trust the volunteer to maintain professional boundaries with pupils at the school.

Any work-related social event is considered to be an extension of the workplace and as such



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the standards of behaviour expected at these events is in line with this policy.

### **E-Safety and Internet Use**

Volunteers must exercise caution at all times both inside and outside of work when using information technology. Volunteers should be aware of the risks to themselves and others.

Volunteers must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.

Volunteers should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where volunteers could encounter pupils either with their own profile or acting covertly.

Contact with pupils, in relation to the volunteers role, should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and social media Policy which may be found in the school office.

### **Confidentiality**

Where volunteers have access to confidential information about pupils or their parents or carers, volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All volunteers may at some point witness actions or events which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed outside the school, including with other staff, volunteers, pupils, parents or carers, in the school except with the appropriate member of staff to deal with the matter.

Volunteers have an obligation to share with their manager or the School's Designated Senior Lead any information which gives rise to concern about the safety or welfare of a pupil. Volunteers must not promise a pupil that they will not act on information that they are told by the pupil.

Volunteers are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher or designated person.

### **Dress and Appearance**

#### General Ethos

Manland Primary School has high expectations of its pupils not just in terms of their educational achievements, but also in respect of their behaviour and personal presentation. We expect all volunteers to reflect these high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

The aim of this policy is to reflect these standards without unduly restricting individual choice. The school expects volunteers to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely. Where



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choice of attire falls outside the dress code, the volunteer will be advised of this on an informal basis by a member of staff.

Where clothing is very unsuitable, the volunteers may be required to return home to change.

The school has the final say on whether clothing and appearance is appropriate.

### **GDPR**

All emails and documents generated at work can be accessed by under a subject access request.

Please bear this in mind when sending any form of communication, in particular, internal emails. Volunteers should avoid the following:

- Emoji's
- Information remarks or non-work related remarks
- Repeated punctuation marks e.g. !!!
- Signing off with kisses e.g. xxx

Emails need to be treated as formally as all other correspondence.

Volunteers should contact Mr Comer (Deputy DPO) if you have any queries on this.

### **Professional responsibilities when using any form of ICT, including the Internet, in school and outside school**

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your role and in line with school policies
- Do not talk about your role in any capacity when using social media such as Facebook and You Tube
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your role
- Where possible use school ICT systems and resources for all school business. If personal equipment is used documents should be removed at the earliest opportunity. Photographs/videos must not be taken on personal equipment
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT. Only use school photography/video equipment
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute



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- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school

This advice should be read in conjunction with the school's Online Safety Policy.

**Compliance**

All volunteers must complete the following forms to confirm they have read, understood and agreed to comply with the code of conduct. These forms should then be signed and dated on an annual basis:

- Volunteer Code of Conduct: Confirmation of Compliance
- Volunteer Code of Conduct: Relationships with pupils outside of school

**Volunteer Code of Conduct**

**Manland Primary School**

**Confirmation of compliance**

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the school office.**





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## **Volunteer Code of Conduct**

### **Manland Primary School**

#### **Relationships with pupils outside of school declaration**

It is recognised that there may be circumstances whereby volunteers of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Volunteers must declare any relationship outside of school that they may have with pupils.

<b>Volunteer Name</b>	<b>Pupil Name</b>	<b>Relationship</b>
<i>e.g Mr Smith</i>	<i>e.g My child, XXXXX, is in Year X at Manland</i>	<i>Child</i>
<i>e.g Mr Smith</i>	<i>e.g My child is in Year XXXX and friends from the class sometimes come to my house for play dates. Our families go on holidays / to events together.</i>	<i>School friend of my child</i>

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the pupil) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the office.**