

Code of Conduct for those working in school on a volunteer basis.

[- to include volunteers, work experience and those on placement for courses.]



In order for volunteers and those on work experience to be aware of the expectations upon them when working at Charnwood Primary Academy the following code of conduct (including their rights) has been devised.

By signing this document, you agree to follow the code of conduct and adhere to the conditions set out with it.

While helping in school, you are entitled to be treated with respect and in a manner appropriate to a member of staff.

Children are told to refer to you as Mr, Miss, Ms or Mrs rather than by first names. To this end, you will be issued with badges that identify them as to others at Charnwood Primary Academy.

Whilst at Charnwood Primary Academy I agree to:

- demonstrate my support for education and give my full attention to the task in hand
- treat what I see and hear in school as **confidential**
- arrive on time and be ready to start the agreed task. If I am delayed or unable to attend I will contact the school office as soon as possible to make them aware of the situation
- leave all matters of recorded discipline to the teacher with responsibility – I can manage low level disruption in my group but may not issue removal of traffic light points, break or rewards.
- accept direction and supervision from Charnwood Primary Academy members of staff
- clearly communicate interests and expectations to the children
- present a positive role model through how I act and speak to others
- adhere to the school’s health and safety policy – can be found on the school website
- adhere to the school’s pastoral care and safeguarding children policies
- dress in a manner that is appropriate for professional working in a primary school and the tasks I am going to complete
- refrain from inappropriate language or topics of conversation
- adhere to the school’s no smoking policy
- switch off my mobile phone inside the school building or any venue for an educational visit (Arrangements can be made to deal with any essential call) – telephones must not be out when you are working with children in any circumstances.

Your Rights – Our promise to you.

Charnwood Primary Academy recognises that your time at our school is a valuable resource and that you have rights whilst you are working at our school therefore the school will ensure that you:

- are recognised for your valuable contributions to the educational experience of our children
- are assigned worthwhile tasks
- are able to access any school policies and procedures that are relevant to your role
- are provided with any training or supervision that is necessary for the success of your activities
- have any complaint dealt with through the school’s formal general complaints procedure

Signed (Volunteer/work experience placement)

Signed (Principal or Vice Principal)

Date