

Volunteer Induction

Thank you for volunteering to help us at North Ealing Primary. You are a trusted member of the school community and we value your commitment and support.

The purpose of this code of conduct is to help all volunteers understand what is expected of them. The code of conduct covers general standards of behaviour relating to people, child protection and safety at work.

Working with People

The school wants to provide the best possible service to meet the needs of all our pupils.

To meet this objective the school relies on you to:

- ³⁵/₁₇ Be polite to colleagues and members of the public at all times
- ³⁵/₁₇ Carry a valid identity badge when on site
- ³⁵/₁₇ Respect confidential information given to you in the course of your work
- ³⁵/₁₇ Avoid doing anything which would bring the school into disrepute

Personal Standard

Your personal standards of general conduct must be high when dealing with members of staff and pupils.

All volunteers must comply with the following rules:

Volunteers must not:

- ³⁵/₁₇ Report for duty incapable due to alcohol consumption
- ³⁵/₁₇ Report for duty under the influence of illegal drugs
- ³⁵/₁₇ Drink alcohol whilst on the premises, or in any school vehicle, regardless of whether on duty at the time

Safeguarding Children

The Children's Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Please refer to the school's Child Protection Policy and ensure you have read Section 1 of the Keeping Children Safe in Education document.

The Designated Child Protection Officer is Mr Belsito and, in his absence, Ms Anderson or Mrs Flowers.

Appearance/Dress

Volunteers must ensure that they are dressed safely and appropriately for the tasks they undertake. This may need to be different to how they dress when not at school.

Health and Safety

Every school has a legal duty of care for the health, safety and welfare of its volunteers. In addition, all volunteers must take reasonable steps to protect their own health and safety and that of other people who may be affected by their actions or omissions at work. The Health and Safety Handbook is available on request.

You must:

- ³⁵/₁₇ Comply with all instructions relating to health and safety, security procedures and pupil welfare
- ³⁵/₁₇ Comply with hygiene requirements
- ³⁵/₁₇ At the earliest opportunity report any hazards, defects, accidents or incidents that you become aware of to the school office
- ³⁵/₁₇ Avoid risk of injury or danger to yourself or others
- ³⁵/₁₇ Leave any school building as soon as the fire alarm sounds and follow any instructions of the fire wardens and the person managing the incident.

Conflict of Interest

There may be occasions where there is scope for conflict between the school's interest and your own. You must not allow your private interests or beliefs to conflict with your professional duty. You must not misuse your official position or information acquired in the course of your attendance to further your private and personal interest or the interests of others.

Name (Printed): _____

Signed: _____

Date: _____

September 2016