



DUNKIRK PRIMARY SCHOOL

Volunteer behaviour and code of conduct

Adopted by the Governing Body of Dunkirk Primary School:

Approval:	Head Teacher May 23
Review:	14th January 2024
To be reviewed by:	Steve Parry & Rachael Jurkiw
Committee responsible:	P&PC

This code of conduct sets out the expected behaviour for volunteers attending school trips.

Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the campus Deputy Head Teacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on our EVERY education policy portal.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for school/visit
- Arrive at the agreed time and remain until the visit is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- Sign in and out of the school premises

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language

- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- Use any mobile phone or own device with children present

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.