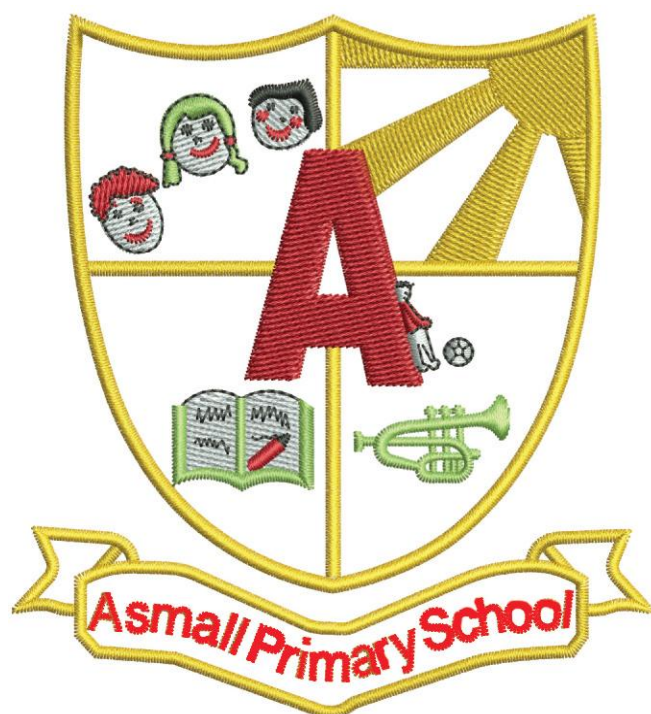


Asmall Primary School



CODE OF CONDUCT FOR VOLUNTEERS AND VISITORS [INCLUDING STUDENTS] POLICY September 2025

ASMALL PRIMARY SCHOOL

CODE OF CONDUCT FOR VOLUNTEERS [INCLUDING STUDENTS] AND VISITOR POLICY

Thank you for volunteering to help in our school. We value your help and appreciate the time you are giving for our benefit.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers and children in a variety of ways. Our children and staff are used to working with many visitors to school. You will find the staff approachable and happy to help you in any way. If you have any queries, please ask. Children are keen to work on a one to one basis and demonstrate their skills. They appreciate the time taken to talk to them individually.

These guidelines have been produced to help you to understand our needs and to provide you with guidance whilst you are in school.

Our overriding concern is for the safety of the children in our care. This Code of Conduct will help to ensure that the children benefit from as much help and support as possible in a safe and secure environment. They will also help you to understand your role and provide guidelines for your benefit. All volunteers will be asked to undertake CRB checks [police clearance]. If you already have this please bring your certificate into school. This is common practice for all adults in school and helps us to safeguard the welfare of the children.

SIGNING IN

When you arrive at school please sign the Visitor's Book in the main entrance and ask for a visitor badge from the office. As you leave please make sure you sign out and return the badge.

Volunteers may be asked to help in a number of ways;

- Supporting individual pupils.
- Hearing pupils read.
- Helping with a small group of pupils.
- Help on school trips.
- Helping with art or other practical activities.

If you have any special skills you would like to share please let us know.

Volunteers are not expected to;

- Take responsibility for the whole class.
- Change young children or supervise them changing.
- Take children off site without a teacher being present.
- Work alone in an enclosed space with a child. This is for your protection as much as that of the child. Class teachers will tell you where they would like you to work.

EXPECTATIONS OF VOLUNTEERS

- Dress in an appropriate manner, [smart casual; no jeans, tracksuits or trainers]. Remember that you are dealing with young people and may have to bend over or work at a low level.
- Please switch off your mobile phone.
- Adults are not allowed to smoke anywhere on the premises or grounds.
- Adults must not eat or drink except in the staff room. You are welcome to join the staff at break time.
- Try to develop a positive relationship with the children. Use positive language, praise and encouragement in order to motivate.
- We are proud of the way our children behave but if on a rare occasion a child says something inappropriate please tell the teacher immediately. Never use or threaten violence.
- Treat everyone with politeness and respect. You are a role model for young people.
- **Please respect confidentiality. Anything seen or heard in school should not be repeated out of school. If you have any concerns about a child's welfare please mention it to the class teacher who will listen and take your remarks seriously. It is better to err on the side of caution than say nothing.**
- If the fire alarm sounds exit the school with the class you are working with. This will be through the nearest exit. The class will gather at the far end of the junior playground and a register will be taken.

Whilst we are grateful to the many parents and students who volunteer to help in school, the Headteacher and Governors reserve the right to ask volunteers to withdraw from placement without notice if they feel the volunteer is not suitable.

VISITOR POLICY

AIMS OF THE POLICY

To create an environment where pupils feel safe, secure, happy and confident.

All pupils and adults are expected to behave in a way that is respectful and courteous.

Visitors in this school are seen as partners in the education or support of our pupils. Their experiences and depth of knowledge are invaluable.

Visitors to Asmall Primary School will be admitted by the office staff and are kindly requested to:

- Have DBS appropriate to volunteer role
- Sign in at the Reception.
- Wear a Visitor Badge that they are issued with by Reception.
- Sign out and return their badge to Reception before they leave.

Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be passed to an appropriate adult.

Visitors will not be left alone with a class or group of pupils. Class teachers always accompany the class or group.

Visitors will be made aware of fire evacuation procedures.

Visitors are reminded that Asmall Primary School and its premises is a Lancashire County Council designated '**no smoking site**'.