



Newton Burgoland  
Primary School



# Trip/Event Volunteer Code of Conduct

Full copies of our policies and procedures can be found on our website or are available from the office [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Adopted: 5<sup>th</sup> July 5, 2022

Review: June 2025

Issue: 2

Thank you for volunteering to accompany teachers and pupils on a trip or to assist at a school event; we really appreciate your help.

**Code of conduct for Trip/Event Volunteers You should always: -**

- **Accept and follow directions from the teacher in charge.** Seek guidance through clarification where you may be uncertain of tasks or requirements
- **Observe the high standards of behaviour and ethical conduct** mandated by the school and any Code of Conducts issued by other involved parties – e.g. School Sports Partnership, trip venue.
- **Respect** other volunteers, members of staff and pupils, and make them feel valued.
- **Be approachable**, pleasant and be a positive role model for pupils
- **Adhere to all school policies; see list below.** For example: Child Protection, Health and Safety, Anti- Bullying, Behaviour Policy etc.
- **Maintain confidentiality** of personal information at all times, unless there is a need to report something to the teacher in charge.
- **Treat all children and members of staff equally**
  - **Report any incident** of poor behaviour to the teacher in charge immediately.
  - **Dress appropriately** and behave in a manner that promotes healthy and safe trip/event practices.
  - **Observe safe trip practices** that avoid unnecessary risks, see risk assessments and information contained in the red trip folder, and apply reasonable instructions given by the teacher in charge.
- **Report to any potential hazard** to the teacher in charge **You should never:** -

- **Tell a child off.** As a volunteer, you are not expected to discipline children. If there are any problems, tell the teacher in charge straight away and he or she will deal appropriately with the situation
  - **Give or receive gifts.** This includes buying gifts/items for pupils from a gift shop during a school trip or at an event (unless the child is your own and **only if it is part of the trip/event itinerary**). Please note; our trips do not usually include a visit to the gift shop, please read the trip letter for full information
  - **Use your Mobile Phone during the trip**, unless by arrangement with the teacher in charge or in case of an emergency. Do not allow children to use your mobile phone (including your own child)
  - **Take photographs** without the prior permission of the teacher in charge and only with the school camera or school ipad – see Cameras and Mobile Phones in School & on School Trips Policy
  - **Swear** or use inappropriate language or gestures
  - **Shout, hit**, threaten or manhandle a child
  - **Discriminate favourably or unfavourably** towards any child
    - **Volunteer to work with children when you are not in the proper physical or emotional state to do so.** For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement □ **Develop 'personal'** inappropriate or sexual relationships with pupils
    - **Behave in an illegal**, improper or unsafe manner. E.g: smoking or drinking alcohol.
    - **Behave inappropriately** this includes jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
    - **Share your personal contact details** with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram
    - **Behave in a manner which may bring the school into disrepute** when representing the school
- Further Information**

## **Safeguarding children and Child Protection**

Please note that unless you have a Disclosure and Barring Service (DBS) enhanced check you will not be left alone with children in your care. **Please talk to the teacher in charge with regard to toileting and lunch arrangements.**

**All volunteers are required to comply with the school's various child protection policies – see the list below.**

Volunteers with a DBS must bring the original certificate to school. This is standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared. The minimum age at which someone can be asked to apply for a DBS check is 16 years old

## **Welfare and Safety of Volunteers and Pupils**

Newton Burgoland Primary School makes sure that our activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff during the trip/event. Should you wish to discuss difficulties or report on issues that may arise please speak immediately to the teacher in charge.

All volunteer contact information is contained the red trip folder as part of our Health and Safety procedures. For this reason, please make sure we have your most up to date telephone details (if your child is a part of our school community we will use the information contained on the data sheet).

## **Health & Safety**

- Volunteers are required to comply with the school's various health and safety policies, see list below – please see our website to access the policies.
- The teacher in charge will make you aware of any relevant risk assessments, emergency procedures and safety aspects.
- Any potential hazard that you feel might put people at risk of injury or harm must be reported straight away to the teacher in charge, business manager or head teacher.

## **Confidentiality**

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018; please return any lists containing details of pupils or adults to teachers at the end of the trip. Volunteers are not permitted to discuss children's or staff member's information or issues with other professionals in the school or outside of school with other parents/guardians or the wider community. Volunteers who break this confidentiality rule will be unable to volunteer again.

There may be instances where volunteers **MUST** pass information to the teacher in charge. These include incidents where a child discloses he/she is being harmed or is upset in any way. Volunteers are advised not to report this to the child's parents/guardians but to inform the teacher in charge immediately.

## **Internet use and social networking**

Volunteers are expected to adhere to the schools e-safety policy and behave in an ethical and lawful manner with regard to the use of the internet.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your volunteering at this school or any activities which may bring the school into disrepute and/or may cause us to question your suitability to volunteer with children.

Volunteers must not attempt to contact pupils or staff via social media or email, or make arrangements to meet outside of school.

Photography or video film is not permitted by volunteers unless specifically requested by the teacher in charge and a school camera or school ipad is used.

School policy is that photographs or video of pupils must **NOT** be distributed more widely and photographs of other people's children must not be published online including Facebook.

### **Equal Opportunities**

We do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. Our school promotes the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

All volunteers are required to make a commitment to these policies and treat everyone with respect at all times.

### **VOLUNTEER AGREEMENT**

**Volunteers Name** .....

I have read and agree to abide by Newton Burgoland Primary School's Trip/Event Volunteer Code of Conduct and further information.

I am fully aware of the following policies and procedures and agree to abide by them:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education DFE
- Health and Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Off Site Educational Visits Policy
- Cameras and Phones in School on Trips Policy
- Complaints Policy and Procedure
- Equal Opportunities Policy
- Whistleblowing Policy and Procedure
- Data Policy

Please see the school website or go to the office.

**Signed**.....

**Date** .....

**Please sign/date and return to school**