



Holy Trinity C of E Primary Academy

Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture children to become aspirational, courageous, compassionate and joyful young people.

POLICY DOCUMENT	Code of Conduct for Academy Volunteers
	This incorporates:- Social networking, Gifts and Hospitality, Dignity at work, Governing Body code of conduct.
Status	Required
Legislation	Keeping children Safe in Education 2021
Lead Member of Staff	Jeremy Shatford
Lead Governor (Monitoring)	Headteacher
Publication/Revision Date	November 2021
Governor Committee	Policy & Curriculum
Approval Date and by	November 2023
Review Frequency	Biannual
Date of next review	07/01/24
Publication Date: Academy Website/ Staff information folder	
Chair of Governing Body/Sub-Committee signature	
Supporting documents	

1 Purpose

The purpose of having a Code of Conduct is to:

- Make a clear statement about the standards of conduct expected of volunteers at the Academy.
- Volunteers are expected to report to the headteacher any perceived or anticipated impropriety, breach of procedure or policy of the Academy.
- Volunteers will work under the supervision and direction of the staff member responsible for the activity.

2 Honesty, Integrity, Impartiality and Objectivity

- All volunteers must perform their duties with honesty, integrity, impartiality, objectivity and respect. Ensuring that the curriculum is delivered in such a way that takes account of individual needs, encourages participation and respect for one another.
- Volunteers must not offer preferential treatment to their own children.

3 Respect for Others

All volunteers must;

- Treat others with respect
- Not discriminate unlawfully against any person; and conduct themselves in a professional manner.

4 Safeguarding.

4.1 All volunteers must undertake their work in accordance with requirements of the Academy's duties for safeguarding children and young people (see safeguarding policy). Volunteers must be alert to any sign of neglect, emotional abuse, physical abuse, sexual abuse, radicalisation, FGM, and peer-on-peer abuse. Any allegations concerning adults in the school must be made to the headteacher or, if it concerns the headteacher, to the chair of governors. Any concerns, however minor, must be reported immediately to the designated safeguarding lead (Mrs Woodman) or, in her absence, the deputy DSLs (Mr Amor or Mr Gyllenspetz).

4.2 All volunteers must attend annual safeguarding updates.

5 Confidentiality and disclosure of information.

Volunteers must keep any information learnt about any child (named or otherwise) in the strictest confidence, discussing it only with the class teacher of the child involved. If there is a potential safeguarding issue, the information must be passed to the designated or deputy safeguarding lead.

6 Conduct.

Volunteers must not conduct themselves in any way that creates doubt as to their suitability for their role or that brings the Academy into disrepute. This includes conduct which would bring into question their suitability to work with children.

7 Use of social networking sites.

7.1 The popularity of personal web logs (blogs) and social networking sites, such as Facebook may raise issues for the Academy, particularly where volunteers choose to write about their work and the Academy in which they are volunteering.

7.2 Volunteers should ensure that the content of their blogs/social networking sites does not bring the Academy into disrepute or breach their obligations in relation to confidentiality and appropriate behaviour.

Volunteers may not:

- Disclose any information that is confidential to the Academy or any third party or disclose personal data of information about any individual/colleague/ pupil/parent which could be in breach of the Data Protection Act 2018;
- Disclose any information which is not yet in the public arena;
- Post illegal material, e.g. material which incites racial hatred;
- Link their own blogs/personal web pages to the Academy's website;
- Include any information, sourced from the Academy, which breaches copyright;
- Make defamatory remarks about the Academy, colleagues, Governing Body, pupils and parents;
- Publish any material or comment that could undermine public confidence in the individual as a volunteer at the Academy or in their position of trust within the community; and/or
- Misrepresent the Academy, by posting false or inaccurate statements about the work of the Academy.

8 Mobile phones (including smartphones, tablets and other electronic communication devices).

Volunteers' mobiles must be kept switched off or on silent at all times and not handled or answered during their time in the school except with the permission of the headteacher. Photographs may not be taken on school property or during off-site excursions whilst volunteering duties are being carried out.

I have read and understood this code of conduct.

Name:

Signature:

Date: