



St. Clement's C. of E. Academy

Butlin Street, Nechells, Birmingham, B7 5NS

Email: admin@stclemce.bham.sch.uk

Website: www.stclemce.bham.sch.uk

Tel: 0121 464 4652

Acting Head Teacher: Miss Shryane

Serving the community in the name of Christ since 1859

Code of Safe Conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- 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. For example: Child Protection, Safeguarding, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of unwanted behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises and have it locked away either in a locker or cupboard.
- It is everybody's responsibility for Safeguarding.



The Birmingham Diocesan Academies Trust is a company limited by guarantee and is registered in England and Wales: Company No 10729883. The registered office is 1, Colmore Row, Birmingham, B3 2BJ



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You should never

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the teacher.
- Develop 'personal' or 'sexual' relationships with pupils.
- 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.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook and Instagram.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through your Head teacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

I, _____ have read St. Clements C. of E. Academy Code of safe Conduct and agree to abide by the code of safe conduct.

Signature _____ Date _____



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