

**PARENT/CARER VOLUNTEERS
Code of Conduct**



Written By	Senior Staff	
Frequency of Review	Annually	
Date reviewed and approved by Governing Body	March 2019	
Date of next review	July 2020	
Display on Website	✓	
Purpose		
Consultation	Governors	✓
	Parents	x
	Pupils	x
	Staff	✓
Links with other policies	None	

Signed Janet Hutton (Chair of Governors)

Signed M. Fairweather (Headteacher)

Parent/Carer Volunteers Code of Conduct

As a school we really value parents coming in to help children in class, with their learning, or helping classes when learning offsite. We believe that children benefit enormously from extra adult support and enjoy their parents, grandparents and carers being actively involved in school life.

We aim to have positive working relationships with all our parents and value the ongoing contribution they make to life in our school. To help keep our children safe and to help safeguard both you and the school from any unnecessary difficulties, we have created the following volunteers 'code of conduct' which we ask all volunteers to agree to:

- I will keep everything that I see and hear in school, or when supporting on a school visit confidential.
- I will not discuss another child with anyone outside school.
- If I have concerns about a child, I will share them immediately with the class teacher, Inclusion Manager, Mrs Cook or Acting Headteacher, Mr Light.
- If a parent raises a concern with me, I will refer them to the school office, their child's class teacher or the Acting Headteacher.
- When supporting in school, I will not use my mobile phone.
- I will not take any photos of children in school or when supporting an offsite visit, unless I have been requested to do so by a member of staff and using a school camera.
- I have read and will do my utmost to follow the 'Guidance for Supporting School Trips at Ellingham Primary School'.

If you are happy to follow these procedures and understand the importance of our confidentiality arrangements, please sign below.

Please be aware that, in the interests of the children's safety, if this 'Code of Conduct' is not followed, we may have to decline any future inclusion in both school and offsite.

Thank you for your understanding and we look forward to welcoming you as a helper in our school.

Parent/helper:..... (print name)

Names of children attending Ellingham Primary School:

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I have read, understand and agree to follow Ellingham Primary Schools volunteer 'Code of Conduct' and am happy to help in school.

Signed:.....

Date.....