St Agatha's Catholic Primary School

Policy	**Volunteers' Code of Conduct**
Date	**Autumn 2026**
Date of Review	**Autumn 2027**
Governor Committee	
Statutory Policy	**Y/N**

St Agatha's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

The designated teacher responsible for child protection is: Kate Hubbard (Designated Safeguarding Lead / DSL) and in her absence: Lorraine Flower (DDSL), Sharon Laws (DDSL) or Sarah Sones (DDSL)

This Code of Conduct and any associated advice is intended for, and relevant to, all adults working in the school in either a voluntary or paid, capacity. The DSL is responsible for the induction of any voluntary helpers and an explanation of this code will be shared with all new helpers.

At all times volunteers should clearly understand the need to maintain appropriate boundaries in their dealings with pupils. This code does not replace, or take priority over, the school's child protection procedures. All adults working in the school must be aware of the action that must be taken when child abuse is suspected whether inside the school, at home or elsewhere or following any disclosure of alleged abuse by a child.

IT IS NOT YOUR DUTY TO INVESTIGATE. Any concerns from conversations or the way a child is behaving out of character **must** be reported to the designated safeguarding lead member of staff immediately. It is the responsibility of the designated safeguarding lead to decide how to handle this information and what to do with it.

Child abuse has four categories:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Please see the school's Safeguarding and Child Protection Policy for further information, which can be found on the school's website.

2. The Code

Volunteers should take care that their relationships with children reflect the age, gender and maturity of the children. It will be particularly important to ensure that all aspects of demeanour, language and attitudes, however conveyed, do not give rise to misunderstandings, especially when dealing with boys and girls at the top end of KS2. Ambiguous or ambivalent comment and conduct, in particular, should be avoided.

3. Physical Contact

Physical contact may be misconstrued by a child, parent or observer. Touching children, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to questions being raised. Volunteers must

not make gratuitous physical contact with children and should avoid attributing 'touching' to their way of relating to children.

There will be occasions when physical contact will be acceptable, for example:

Action to prevent harm or injury to the child or to others.

Contact may be necessary to prevent harm or injury and such incidents must always be reported to the class teacher.

Comforting a child in distress.

Volunteers will need to use their judgment and discretion in relation to these factors. Such incidents must always be reported to the class teacher.

If a child asks to tell you something in confidence you should let them know that you can't do that and that you will have to share the information with the designated teacher for child protection.

4. Corporal Punishment

Any form of physical punishment is prohibited and potentially actionable in law. This also applies to any form of physical response to misbehavior.

5. First Aid

If you think a child requires first aid then you should take the child to the school office where there are trained first aiders who will deal with any concerns. Do not attempt to deal with this on your own.

6. Comments and Discussions with Pupils

All voluntary helpers must not debate with, or hold discussion with, groups of children, which are not justified in the context of any school policy or agreed teaching programme. This will call for the exercise of careful judgment in responding to questions raised by children.

In responding to an individual's child distress adults will need to consider carefully whether they should refer the matter to the class teacher or in their absence the phase leader for that phase.

The persistent and hurtful use of sarcastic, demeaning or insensitive comments towards children is regarded as a form of abuse which is not acceptable at St Agatha's School.

7. Out of School and After School Activities

All adults should take particular care when supervising children in the less formal atmosphere of a school trip or after-school activity. These kinds of activities can lead to more relaxed relationships between children and adults and are part of the reason for their success. It is important, however, to emphasise that the standards of conduct and behaviour expected of volunteers should be no different to that which applies within school. Volunteers are not permitted to take photos of any child on their own equipment during in school, or out of school, activities.

8. Reporting Incidents

Volunteers should report any concerns they may have to the child's class teacher or, in their absence, the phase leader for that phase.

All volunteers in the school are expected to, and empowered to, report incidents or conversations with children that make them feel uncomfortable. This report should be made to the DSL as soon as possible after the incident. If the incident involves the headteacher the adult should contact the chair of governors [details are available in the school office also see Safeguarding Policy on the school's website].

9. Personal letters and on-line communication

It will never be appropriate for volunteers to write personal notes or letters, or to send an e-mail, to individual children.

10. School Facilities

The school provides adult toilet facilities and volunteers are required to use these facilities and not the children's toilets. No adult working in the school should use the children's toilets at any time.

11. Conclusion

The purpose of this code is to promote the safeguarding and the highest standards of care for children at St Agatha's school and to protect volunteers from the potentially devastating consequences of false allegations. Whenever doubt exists, volunteers should seek the advice of the class teacher or senior member of staff.

Code of Conduct for Volunteers and Child Protection Awareness

I have received a copy of the *Code of Conduct for Volunteers Working in St Agatha's School.* I understand and agree to all the content in the *Code of Conduct*.

I am aware that Mrs Kate Hubbard (Assistant Headteacher) is the designated teacher (DSL) for safeguarding and child protection and in her absence, it is Mrs Lorraine Flower (Executive Headteacher), Mrs Sharon Laws and Mrs Sarah Sones (DDSLs). I understand that if I have any child protection concerns it is my responsibility to follow the advice in the *Code of Conduct for Volunteers Working in St Agatha's School.*

Full Name: _____

Volunteer's main role: _____

Signature: _____

Date: _____



"Learning

together in God's love"