



Code of Safe Conduct A GUIDE FOR VOLUNTEERS

September 2025

We would like to thank you for volunteering to support Newlands Junior School. We acknowledge that our volunteers intend to behave appropriately whilst working with our pupils. However, expected conduct of adults working in, or for a school, is sometimes different to that which applies whilst caring for your own children.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of Newlands Junior School. Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

Volunteers must:

- Adhere to Newlands's Child Protection, Behaviour, Physical Intervention, Photograph and Health and Safety Policies. No pictures of children are to be taken due to data protection.
- Not use social media to comment on what you have witnessed whilst working with the children.
- Behave in a mature, respectful, safe, fair and considerate manner providing a 'positive role model' to pupils.
- Not leave a dependent child in a position which may compromise their safety.
- Observe people's rights to confidentiality (unless you need to report something to the Head or their designated representative e.g. child protection concerns).
- Not touch children in a manner which would be considered sexual, threatening or intimidating.
- Treat all children equally, never build 'special' relationships with individual children or show favour to particular children.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive gifts unless arranged through school e.g. donating outgrown PE Kit, uniform.
- Not behave in an illegal or unsafe manner whilst transporting children e.g. exceed the speed limit, drive recklessly, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy, otherwise unsafe or not properly insured, use a mobile phone whilst the vehicle is in transit, fail to use seat belts.
- Never undertake any work with children when not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness.
- Not make arrangements to contact, communicate or meet children outside of your 'work'.

Report to the Head:

- Any accidents/incidents whilst transporting children.
- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
- Any difficulties you experience e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviours of another person working for Newlands, which gives you, cause for concern. (You will be protected by our 'whistle blowing policy' in these circumstances).

I _____ have read Newland's information for volunteers and agree to abide by the Code of Safe Conduct.

Signed: _____ Date: _____

Many thanks for your support in ensuring the safety and care of children and adults in our school community.