

## **SAFEGUARDING CODE OF CONDUCT**

### **FOR STAFF, TRUSTEES, VOLUNTEERS AND VISITORS TO BUTTSBURY PRIMARY SCHOOL**

Buttsbury Primary School has produced this Code of Conduct as part of its commitment to ensuring that the school provides a safe, friendly and enjoyable learning experience for its children.

We expect all people working within the school to provide a safe and positive experience for children.

The following guidelines have been written to ensure that good communication is maintained and to ensure staff, visitors and helpers understand their role and obligations.

#### **Practical Ways to Meet Your Duty of Care**

It is important that all people working with children behave in an appropriate manner, operating within an accepted framework. The following gives a non-exhaustive list of guidelines to consider:

- Treat pupils equally and with respect and dignity (do not favour your own child)
- Be an excellent role model – no smoking, vaping, drinking alcohol, bad language in school
- Always work in an open environment (e.g. avoid private or unobserved situations)
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure you are dressed appropriately for the task
- Ensure any injury, however trivial, to yourself or a pupil is immediately reported to the Office or member of the SLT
- If you are present when changing is taking place (ie swimming/sports) then ensure you are working in a pair/group of adults
- Be attentive throughout the experience – no reading newspapers, texting, phone calls etc.
- Physical contact with pupils should be avoided.

#### **Poor Practice – to be avoided**

The following will place children and those working with them in a vulnerable position and is deemed poor practice.

Never....

- Spend time alone with pupils away from others
- Engage in rough, physical or sexually provocative activities (even in fun)
- Allow pupils to use inappropriate language unchallenged
- Reduce a pupil to tears as a form of control
- Allow allegations made by a pupil to go unrecorded or not acted upon
- Do things of a personal nature for pupils that they can do themselves
- Take images (e.g. photos) of pupils without first gaining permission from the Headteacher
- Share images associated with your volunteering without first seeking permission of the Headteacher

If any of the above or following incidents occur you must report them to the supervising teacher:

- You accidentally hurt a pupil
- A pupil seems distressed in any manner
- A pupil misunderstands or misinterprets something you have done

## **Health and Safety Policy**

All adults are responsible for their own safety. If you are unfortunately involved in an accident, however 'trivial', or observe a pupil being injured or acting in an unsafe manner, it is your duty to inform a member of staff. Your comments will be noted and acted on. Serious issues will come under our Health and Safety procedure and the 'school's response' will be reported back to you.

## **Fire Alarm**

The fire alarm is a continuous two-tone bell. When this sounds everyone should leave the building by the nearest exit and **meet on the playground**. If you are in a classroom or just outside a room with children, please exit with the class. If you are elsewhere in the building with children, or on your own, **you should leave the building by the nearest fire exit and meet on the playground**. Do not allow children to return to classrooms or waste time personally collecting valuables from somewhere else in the building. A roll call of all pupils and adults will take place. The Headteacher or Deputy Headteacher will direct the next steps in the procedure.

Please note that termly fire drills are held without prior notice and are always treated as an emergency evacuation of the building.

## **Lock Down Procedure**

On the rare occasion, it may be necessary to seal off the school so that it is not possible to enter the interior of the school. The internal school bell will be rung consecutively, 10 times. Senior staff will notify staff outside that lock down procedures are to be taken immediately - by shouting "LOCKDOWN".

Follow the CLOSE procedure

- Close all windows and doors
- Turn off the lights and Clevertouch screen
- Lock up
- Out of sight & minimise movement
- Stay silent and avoid drawing attention
- Be aware you may be in lock down for some time.

The school will remain in lock down until informed by key staff in person that there is an all clear. The sign will be "ALL CLEAR".

## **Child Protection**

It is not your responsibility as an adult in school to decide that child abuse is occurring but it is your responsibility to act on any concerns. Never agree with a child that you will keep a secret and always report anything of concern to the Child Protection teacher or the Head Teacher.

## **INFORMATION FOR VOLUNTEERS**

If you do not have a valid DBS check of which the school hold a copy, then it is a condition of working as a volunteer that you do not have unsupervised access to children. Your support will always be given in a space where your interaction is 'on display' and thus can be observed by other adults and staff. All adult volunteers who help in school for a period of four times in a month, with require a DBS certificate.

**Chaperoned Access:** You will be allocated a named chaperone who will be responsible for your supervision whilst on site.

## **School Trips**

Please note that when you are acting as a volunteer on a school visit, that you may or may not be placed with your child. If you accompany your child(ren) then it is important to note that your role is as a helper to ensure the whole group obtains maximum educational advantage and the trip is not intended as a personal outing for the benefit of you and your

child. Please do not contact other parents who are not on the visit whilst you are on the trip. The school will make any contact it deems necessary.

### **Arrival, Departure and Safety Issues**

Parents who help within the school building must sign in on arrival. A visitors' identity badge will be issued and should be worn whilst in school. **Please remember to sign out at the end of your time helping in school.**

### **Your Role**

All your assistance and support is under the direction of a teacher. You should be given clear instructions. If you are unsure, please ask. If, during your time supporting the children you become concerned about their progress, understanding, behaviour, well-being or any other issue, please talk to the teacher who is responsible for the pupils. Please note that it is the teacher's responsibility to correct pupils, to mark work and to set targets for future developments.

*There are two exceptions to this guideline:-*

1. *All children are expected to act with respect for the adult that helps them in school. Unacceptable behaviour can be commented on, as a parent would to a child, showing your displeasure. If the problem persists the difficulty should be discussed with the teacher (immediately if the situation demands it).*
2. *If you are assisting as an expert it will be appropriate to give detailed guidance and to correct mistakes. For example, if you hold a coaching certificate or are well skilled in an area of art and craft.*

### **Confidentiality**

Classrooms and areas around the school are busy places. Interactions between teachers and children are complex and written information is everywhere. It is almost inevitable that you will witness situations and see information which is private to the teachers and children involved.

**Please respect the confidentiality of these situations and the information. You are unlikely to know the full background to the educational context and it is the teacher's responsibility to decide what and when to inform parents.**

*However, if what you observe raises a query about a child or a teacher's welfare, you are invited to discuss the matter with the Headteacher or Deputy Headteacher.*

### **School Facilities**

Your time in school will usually be short. Unfortunately, we are unable to provide tea and coffee making facilities. In the junior school building, please use the Visitors' Toilet by the Entrance Hall. In the infant school building, please use one of the designated adult toilets.

If you are invited into the staffroom, please remember that the room is our 'off duty' base and thus all conversations and actions are private.

### **CONCLUSION:**

Trustees and staff are committed to developing the partnership between school, parents and the community. Your help in school is tangible evidence of this partnership. The relationship, we believe, is a two-way process. As much as pupils and staff benefit from your support, clearly adult helpers gain insight into the educational process. Some parents assist in the class that their own son or daughter attends. We are open about this. We can be seen at our best and of course at our weakest.

In particular we hope that this open policy positively contributes to two of our guiding principles:-

- to maintain mutual respect for all involved
- to enhance communication between all partners

**REMEMBER:**

If you notice someone acting strangely, or in any way raising a question in your mind about their intentions **please tell a member of staff** so that their presence and purpose can be checked.

Thank you again for your help and support for learning at Buttsbury Primary School

January 2025

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**SELF-DECLARATION**

I .....have read and understood this Code of Conduct and agree to adhere to its content in my role as volunteer.

I declare that I have never been involved in or convicted of any offences relating to children or vulnerable adults.

Signed.....

Name..... Parent of .....

Classes .....

Date .....

*Please return to Toni Hall – Junior site; Kat Sage – Infant site*