



VOLUNTEER AND GOVERNOR CODE OF CONDUCT

September 2023

DATE FOR REVIEW: September 2024



VOLUNTEERS

CODE OF CONDUCT

NAME OF VOLUNTEER:

Date of Issue

Signed

Statement of Intent

The James Montgomery Academy Trust (JMAT) expects that all volunteers and governors behave at all times with dignity and professionalism. It also expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Volunteers and governors at the JMAT should understand that their own behaviour, and the manner in which they conduct themselves with school volunteers, pupils, parents/carers and other stakeholders, sets an example. This will be covered in the Governor and Volunteer Induction ([see Appendix 1](#))

It is important that volunteers and governors familiarise themselves with the expectations and where there is doubt, speak to the Headteacher for further guidance. The guidance offered is meant to be supportive and explanatory rather than an attempt to interfere either in the professional or personal lives of volunteers and governors.

This document applies to all volunteers and governors.

Wherever possible, specific advice is given but in general volunteers and governors are expected to conduct themselves at all times, in such a way that no discredit could be brought upon the JMAT or its schools.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Data Protection Act 2018 (GDPR)
- The Education Act 2002
- The Children Act 1989
- Equality Act 2010
- Health and Safety at Work Act 1974

This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE 'Keeping children safe in education' (2023)
- DfE 'Working together to safeguard children' (2018)

Safeguarding pupils

In accordance with 'Keeping Children Safe in Education 2023' guidance, all volunteers and governors have a responsibility to safeguard pupils and protect their welfare. To this end, all volunteers and governors will have an **enhanced DBS check** in place prior to starting their volunteer duties in school.

All volunteers and governors have a responsibility to ensure that they contribute to a learning environment in which pupils feel safe, secure and respected.

In terms of the pupils, volunteers and governors are, when admonishing, expected to differentiate between the unacceptable actions of the child and the child itself, treating all pupils as individuals and with respect.

Volunteers and governors should never humiliate a child either privately or publicly. Sarcasm should not be used and where practicable, pupils should be dealt with privately, not in front of others. Familiar or inappropriate language should not be used.

In order to effectively safeguard pupils, volunteers and governors are required to follow the procedures outlined in this Code of Conduct and the Safeguarding and Child Protection Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Safeguarding and Child Protection Policy, volunteers and governors will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect, and will follow the necessary reporting and referral procedures.

Any volunteer or governor that has concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with the **Whistleblowing Policy** to the Headteacher immediately so appropriate action can be taken.

Roles and responsibilities

Headteachers are responsible for:

- Managing the conduct of volunteers and governors in accordance with this policy
- Ensuring that volunteers and governors are aware of the expected standards of conduct and any local rules or regulations specific to their job or area.

Volunteers and governors are responsible for adhering to the set standards of conduct, and any local rules or regulations, including any reasonable management instructions.

General Obligations

Volunteers and governors are expected to support the aspirations of the JMAT and its schools at all times. The JMAT expects that all volunteers and governors will actively promote the values which permeate the vision of its schools. This includes supporting and adhering to special measures put in place in times of a national emergency, such as the coronavirus pandemic.

These include:

- Ensuring that our school is a centre of excellence with a focus on the nurture and achievement of our pupils
- Promoting mutual support, encouragement and benefit between all the schools in the JMAT.
- To recognise and enable those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty
- To foster, maintain and celebrate Christian distinctiveness in school where appropriate
- Modelling high standards when practising social distancing, handwashing and other COVID-secure measures that may be put in place in response to the coronavirus pandemic and other such national emergencies.

Volunteers and governors should:

- Support all pupils of whatever ability to do their best and have high personal aspirations. The school is a learning community which hopes to inspire young people and to enhance and enrich pupil's lives enabling them to experience as wide and as full a range of learning opportunities as possible.
- Have the highest possible example in their personal and professional relationships, their attitude in the community, their appearance, decorum and lifestyle.
- Promote learning at every level both inside and outside the classroom,
- Be friendly and welcoming, helpful, polite and courteous to everyone connected with the school: parents, other volunteers and pupils etc.
- Be sympathetic to the Christian Faith where appropriate.

Confidentiality and Information Disclosure

All volunteers and governors in the JMAT must conform to the requirements of the Data Protection Act 2018 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

Volunteers and governors must not disclose personal or financial information about any other members of staff or other volunteers to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.

Volunteers and governors must not use information obtained in the course of their duties to the detriment of school or for personal gain or benefit; nor should they impart this information to others who might use it in such a way. Confidential information belonging to the JMAT and its schools must not be disclosed to any person not authorised to receive it.

Volunteers Dress Code

Adults in school are role models for pupils in school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.

Volunteer's and governor's dress code is smart rather than casual to fall in line with that of school staff, but is also appropriate to the tasks volunteers will carry out.

However, this is not a policy meant to detail every eventuality; it is up to individuals to decide whether their appearance is appropriate, guided by the principles below:

- Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school.
- **Blue denim trousers should be avoided during normal school activities.**
- Revealing clothes, such as short skirts or low cut tops, should be avoided.
- **Inappropriate tattoos should also be covered and facial piercings should be discreet.**
- For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role.

The JMAT is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

RecordMy electronic safeguarding system

All governors and volunteers will have limited access to RecordMy via their JMAT email address. Access is limited to reading the required safeguarding and health and safety policies along with information on the document vault.

It is expected that all governors and volunteers read the policies marked as 'must read' and regularly check RecordMy for updates, this expectation forms part of the statutory requirement for governors in Part Two of KCSIE.

Training

KCSIE 2023 requires that **ALL** members of the governing body complete safeguarding training appropriate to their role, and safeguarding updates as required.

All members of the governing body must complete the first level of safeguarding training on ForgeCPD, and the designated safeguarding governor must complete both sessions.

Attendance

The school expects that volunteers and governors will:

- Be punctual in all circumstances.
- Contact school when they are unable to carry out their volunteering duties.

Professional behaviour and conduct

Volunteers and governors are expected to treat school staff, pupils, parents/carers, and external contacts with dignity and respect. The use of foul and abusive language will not be tolerated.

Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Volunteers and governors will not misuse or misrepresent their position, qualifications or experience, or bring the JMAT or any of its schools into disrepute.

Volunteers and governors will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. Each case will be considered independently and on its merits. It is likely that the JMAT and its schools would view any conviction for possession of prohibited drugs, sexual misconduct, theft, misappropriation of school/company funds or equipment, violent conduct, disorderly conduct in a public place etc as gross misconduct, within the general heading of “professional misconduct” and therefore the volunteer and governors concerned would be liable for dismissal from their duties.

Smoking, vaping, alcohol and other substances

Volunteers and governors will not:

- Smoke or vape on JMAT or school premises, this includes school grounds.
- Smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated.

Volunteers and governors must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a volunteer’s performance, the school has the right to discuss the matter with the volunteer and take appropriate action, including possible referral to the police.

Health and safety

Volunteers and governors will:

- Be familiar with and adhere to the JMAT’s Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.

Online Safety

Volunteers and governors will adhere to the procedures outlined in the JMAT’s [Online Safety Policy](#) and [Social Media Policy](#) at all times. Volunteers and governors are required to employ the highest security settings on any personal profiles they may have.

Volunteers and governors will not engage in inappropriate use of social networking sites; this includes contacting pupils, accepting or inviting friend requests from pupils or following pupils on social media. The JMAT understands that some volunteers and governors are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, volunteers and governors

will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Volunteers and governors will remain mindful of their use of social media and their web-based presence; this includes written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

Relationships with pupils

The JMAT expects that volunteers and governors will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Only contact pupils via the school's established mechanisms; personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

Physical contact with pupils

The JMAT understands that there are circumstances in which it may be necessary for volunteers to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but volunteers will only do so in a professional and appropriate manner in line with relevant school policies. It is expected that volunteers would also be accompanied by a member of staff when assisting with tasks such as first aid, etc.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

It is expected that volunteers and governors will:

- seek the pupil's permission, where possible, before initiating contact.
- always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.
- never touch a pupil in a way which is indecent, and will always be prepared to explain their actions.
- be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions
- not engage in rough play, tickling or fun fights with pupils.
- take extra caution where it is known that a pupil has previously suffered from abuse or neglect.

If a child is in distress and in need of comfort as reassurance, volunteers and governors may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Volunteers and governors will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Premises, equipment and communication

JMAT equipment is to be treated with due care and respect. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in the volunteer's service being discontinued.

Volunteers and governors receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Headteacher.

The JMAT reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid radicalised, offensive or nuisance material and to protect systems from

viruses, but also to ensure proper and effective use of systems.

Declaration of interests

Volunteers and governors are requested to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

For the purpose of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if volunteers and governors are in doubt about a declaration, they are advised to contact the school.

The Headteacher's advice should be sought on any matter regarding Patent Copyright and the acceptance of gifts.

Volunteers and governors should be aware that "intellectual copyright" of; for example, textbooks written by volunteers, can in some circumstances be claimed by the JMAT and clarification of this position should be sought.

Monitoring and review

This policy will be reviewed on an **annual** basis by the **Trust Safeguarding Lead**; any changes made to this policy will be communicated to all volunteers and governors.

Volunteers and governors are required to familiarise themselves with this policy as part of their induction programmes.

Next review due: **September 2024**

Appendix 1

Volunteer and Governor Induction

School:

Name:

Date started:

Position: **Volunteer/Governor** (please circle)

Induction completed by:

Welcome

We hope you enjoy your Governor/volunteer experience within our school, to help you settle in we have devised an induction programme for you to follow. Parts of your induction may be carried out by different members of staff, however some of the content is accessed via RecordMy/school server. **All** parts of the induction must be signed and dated when you have received and understood the information.

Your school email address is:

I confirm I have read and understood:

Safeguarding Policy: Signed Date:

Volunteer/Governor Code of Conduct: Signed Date:

Behaviour Policy: Signed Date:

KCSIE Parts One/Two **2023**: Signed Date:

Date of Forge CPD safeguarding training completed as appropriate to role:

1st session **2nd session**

	Induction Subject	Initial when completed	Date
Welcome	Staff introductions/who does what/who to ask for help		
	Structure of school – EYFS/KS1/KS2, start/finish times		
Health and Safety	Safeguarding/fire procedures – signing in/out/ID badge		
	Tour of school – site layout/fire exits/toilets/staffroom/no smoking or vaping/storage and resource areas/parking		
	Health and Safety at Work – PPE/COSHH		
	Supervision of children and relevant risk assessments		

	Induction Subject	Initial when completed	Date
Safeguarding	Safeguarding policy – including child protection/early help/first day calling procedures/children missing from education		
	Keeping Children Safe in Education Part One (and Part Two for governors) – specific safeguarding issues such as FGM/Prevent/Child on child abuse/County Lines/CCE/CSE.		
	Designated Safeguarding Lead and deputies – who/their role in safeguarding		
	RecordMy document vault accessed for must read safeguarding documents Reporting procedures for concerns and incidents		
	Volunteer and Governor Code of Conduct – Dress code when in school/Social Media Policy/Mobile Phone Policy		
	Confidential Reporting Code (whistleblowing)		
	Behaviour Policy – school behaviour and rewards system		
HR	Access to personal data – GDPR/Data Protection Act 2018/confidentiality and information sharing protocols		
	Equal Opportunities – Equality Act 2010		
	Managing Allegation Against Staff procedure, including low level concerns		
	Continuous Professional Development (CPD)		
	Trade unions – protection against allegations		

Additional information:

(e.g allergies, etc)