



ST LAURENCE CHURCH Infant School

Code of Conduct for Volunteers 2025-26

Aims, Scope, and Principles

This Code of Conduct aims to set and maintain expectations from all volunteers. By adhering to this code, we strive to create a safe, happy, and respectful environment for our children, staff, and community.

By volunteering at the school, you agree to uphold this code of conduct.

Conduct Expectations:

As representatives of the school, volunteers will:

Support School Values:

- Uphold the school's vision of "Do all things with love" in all activities and interactions.
- Treat all individuals with dignity and respect, embracing diversity and fostering an inclusive environment.
- Foster a positive atmosphere during school events and activities, encouraging collaboration and teamwork.

Act as Role Models:

- Demonstrate high standards of behaviour and professionalism at all times.
- Arrive on time, be reliable, and commit to the responsibilities they have volunteered for
- Behave with honesty and integrity.

Respect Confidentiality:

- Do not share information from school unless you have been given express permission from the headteacher or other SLT* member.
- If others ask questions about something which has happened at school, direct them to the child's class teacher or SLT*.
- Ensure that photographs of children and items containing names or other personal information are not taken off site.
- Ensure photographs and other personal information is disposed of by shredding.

Respect School Property:

- Treat school facilities, equipment, and resources with care and respect.
- Do not take unnecessary risks and report any potential dangers on site.

Safeguarding Responsibilities

Volunteers and PTA members have a duty to safeguard children from harm. This includes:

- Report concerns regarding the welfare of a child to a designated safeguarding lead (Catherine Smith, Sophie Desogus or Louise Evans)

- Report concerns about the conduct of other adults, whether staff or volunteers to the headteacher (Catherine Smith)
- Not put themselves at risk of allegations by being alone with a child
- Non DBS checked volunteers (e.g. volunteers for one off events) should be escorted by a member of staff or DBS checked volunteer at all times.
- Keep mobile phones and other smart devices out of sight when children are present
- Not take photographs of own children or other children in school or at PTA events without express permission from SLT*

Communication Including Social Media

When communicating on social media, WhatsApp or other platforms in regard to the school, volunteers will:

Communicate Respectfully

- With all members of the school community in language and tone both in person and online

Represent the School Positively

- Share information and updates in a manner that reflects the values of St Laurence Church Infant School.

Maintain Professional Boundaries:

- Use official PTA social media channel (can then share to own accounts)
- Avoid discussing sensitive school matters or personal opinions that could be construed as undermining the school's reputation.

Understanding Policies

Volunteers should familiarise themselves with:

- The school's safeguarding policy
- The health and safety policy
- Emergency evacuation and lockdown procedures.

Agreement: I have read and understand the volunteer code of conduct and agree to uphold at all times whilst volunteering at St Laurence Church Infant school.	
Name:	
Signature:	
Date:	

**SLT is the Senior Leadership Team. It consists of:*

- Catherine Smith (headteacher)
- Sophie Desogus (deputy headteacher)
- Jo Oughton (bursar)
- Louise Evans (SENCO and Inclusion Lead)