Barnett Wood Infant School

Parent Helpers and Volunteers Code of Conduct

2025-26

Barnett Wood Infant School
213, Barnett Wood Lane,
Ashtead KT21 2DF

Information for Parent Helpers and Volunteers

Thank you for kindly offering to help in school - it is greatly appreciated! This Code of Conduct sets out the guidelines that we expect all our volunteers to follow. Please read through them carefully.
Barnett Wood Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Disclosure and Barring Service (DBS) Checks

- There is a requirement for schools to carry out a Disclosure and Barring Service check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a regular volunteer, you will need to complete a DBS form (available from the school office). Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.
- Regular visitors are not allowed to work on site until the DBS check has been completed. You should inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect the young people in your care.

Confidentiality

- All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in our school, e.g. on Facebook or via email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with the class teacher or Headteacher if they require further information.

Supervision

- All volunteers in class work under the supervision of the Class teacher of the class to which they are assigned.
- Teachers always retain responsibility for children, including the children's behaviour and the activity they are undertaking.
- Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is.
- Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

Safety procedures

- Please sign in the visitors' book on your arrival and sign out when you leave. This helps us maintain an accurate list of the people on the school premises in the event of a fire.
- Please obtain a visitor's badge from the school office upon your arrival, regardless of how well known you are to the pupils. Please remember to return the visitor's badge before you leave.
- Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times.
- Volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search

for pupils. Our main fire assembly point is on the front playground. If you have any questions about the fire safety arrangements, then please speak to the Headteacher.

Use of mobile phones, cameras and computers

- The use of personal IT devices and mobile phones is strictly prohibited. Please turn off your mobile phone or put it on silent mode. If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office.
- Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.
- The school's ICT equipment may only be used in accordance with the school's Online Safety Policy and should normally be used for school purposes only.

Setting an example

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

- Dress appropriately for the school setting and the tasks and role you will undertake.
- Talk politely and calmly to all pupils.
- Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom.
- Never smoke in the school building or grounds as it is strictly prohibited to do so.
- Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.
- Promote and follow the school rules and values.
- Never discuss subjects that are inappropriate for the age of the pupils to participate in.

Physical contact with children

In order to maintain an appropriate professional relationship, physical contact between adults and pupils should be kept to a minimum. Young children may be comforted when distressed but adults should always be aware that innocent physical contact may be misinterpreted by observers or the recipient. Adults should avoid putting themselves in potentially compromising situations by observing the following rules:

- Do not initiate physical contact
- Do not prolong physical contact initiated by the child
- When comforting a child, keep physical contact to a minimum (e.g. taking child's hand, putting a hand on their shoulder)
- Physical contact should never take place privately.
- Physical contact may be necessary as part of instruction, for example in PE. This should be kept to a minimum and should be made clear to children what contact will be used and why.

Safeguarding and Child Protection

Everyone who works or volunteers in our school has a responsibility to make sure that all children are safe. You may become aware whilst working with a child of something that gives you cause for concern. You may see marks or bruising, or the child's demeanour or behaviour causes concern.

What should I do if I am worried about a child?

In every school there is Designated Safeguarding Lead specially trained in Safeguarding and Child Protection who will know what to do. You should report any concerns you have to them that day.

They will deal with the matter in an appropriate way and should confirm to you that action has been taken but will not be able to share with you what that action was.

Designated Safeguarding Leads

Mrs Anne Gibbard DSL	Mrs Becky Clements DDSL	Mrs Leonie Theobald DDSL

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality:

- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this
- **Say you will take them seriously.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- **Explain what you'll do next.** If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help
- **Record in writing what has been said as soon as possible.** Using the child's own words, note the date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated.
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.

Whistleblowing

If you notice something at Barnett Wood that gives you cause for concern, please do not hesitate to speak confidentially to the Headteacher or a senior member of staff. If your concerns are about the Headteacher then please relay those concerns to the Chair of Governors.

For more information on Safeguarding, please see our Safeguarding and Child Protection Policy on our school website.