

# **Good Practice Guide for Volunteers & Students at Brockton C. Of E. Primary School**

Firstly, thank you for volunteering your time and enthusiasm to Brockton C. Of E. Primary School and its' children and staff. Your work as a volunteer or student is welcomed and does a great deal to promote the learning and the opportunities we offer to the children. It is, however, important that each volunteer/ student pauses to consider this Good Practice Guide.

- It is critically important for pupils to see all adults in school as role models.
- The school has an Equal Opportunity policy. This means that you must speak and act at all times in a way which respects pupils, staff, governors and parents whatever their race, nationality, colour, gender, sexual orientation or disability.
- You are not expected to make judgements about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- You can use school cameras to take pictures of children during the activities that you are helping with eg camps, nativity, school trips but are not to use your own camera in order to comply with safeguarding guidance. If parents take photos at events such as sports days or school performances then these photos are not to be put on social-networking sites or in public places and can only be for personal use or to share with the school.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head Teacher.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- You should wear appropriate smart/casual dress e.g no denim or low-cut tops.
- All personal belongings (bags, valuables and medications) should be kept in a secure place.

***PLEASE SEE OVER FOR SPECIFIC GUIDANCE FOR CAMPS***

## Further Guidance for Volunteers on School Camps

- If you have any further questions regarding your role as a volunteer on a school camp, following receipt of the detailed individual camp letter, please do not hesitate to contact the camp leader.
- We want to keep photographic memories of the camps, but in order to comply with safeguarding procedures, please do not use your personal camera. On each camp there will be a dedicated 'camp photographer' who is responsible for taking pictures for records.
- If during the night you hear a child upset, please do not go to the child's tent but alert the camp leader. This is to comply with safeguarding procedures, that not only protect children but also adults; 2 members of staff will attend any overnight issues.
- If at any time on a camp there is anything you are unsure about or need clarifying, please do not hesitate to ask the camp leader.

Finally, we hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Brockton C. Of E. Primary School, satisfied in the knowledge that you are making a positive contribution.

Thank you for your support.