



## **The Froebelian School**

### **Code of Conduct for Parent Volunteers**

The Froebelian School is committed to safeguarding and promoting the welfare of children. We recognise the important role that parent volunteers play in helping us to provide enrichment to the education we provide through extra-curricular activities, trips, fixtures, FPTA and other special events. This guidance has been prepared to help parent volunteers who are working with the School.

This guidance is written in conjunction with, and with reference to, the following policies and documents:

- Safeguarding and Child Protection
- Keeping Children Safe in Education September 2022
- Health & Safety

### **Introduction**

The whole school community and the wider public are entitled to have trust and confidence in the integrity of The Froebelian School, its staff, governors and parent volunteers. The conduct of all must therefore be of the highest standard.

Any parents volunteering at The Froebelian School must act with utmost good faith with regard to the business of the School, and do all in their power to promote the School's interests and not do anything which may adversely affect the School's reputation.

Parent volunteers are expected to follow the policies of the School which are available on the School website. They must take care to ensure that their own personal, religious or political opinions do not interfere with their commitment to adhere to those policies.

Parent volunteers are acting in a capacity as parents and are not subjected to DBS checks by the School.

### **Specific Aspects**

#### **Confidentiality and Data Protection:**

As a parent volunteer at The Froebelian School, you may be privy to information disclosed about pupils or staff. Under the Data Protection Act 2018, this privileged information should never be shared outside of school under any instance.

Parent volunteers at The Froebelian School must take all reasonable steps to ensure that loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. Any breach of data should be reported immediately to the Headteacher.

Parent volunteers shall maintain appropriate levels of confidentiality with respect to pupil information and other sensitive matters. They should take care not to discuss personal information about a pupil, parent or member of staff within the School community which could cause distress e.g. disclosing a child's reading ability/level.

#### Child Protection:

If you notice a child is unusually hurt/bruised or if they make a disclosure or comment which you feel uncomfortable with, please put this in writing.

There are 'Cause for Concern' forms located in the office. You should note everything the child has said (try to use their words), giving as much detail as possible, and pass this concern directly to one of the following people who will ensure it is dealt with as quickly as possible:

- Sharon Stratford - Deputy Head and Designated Safeguarding Lead
- Michael Finan - Deputy Designated Safeguarding Lead
- Victoria Townend - Deputy Designated Safeguarding Lead
- Catherine Dodds - Headteacher

If you are unable to do this, please ask the office for an envelope, seal the signed and dated paperwork inside and mark it as URGENT and PRIVATE & CONFIDENTIAL for the attention of one of the staff members listed above.

#### Personal Security:

Please sign in on the SignIn iPad at the main entrance and wear a visitor's badge and lanyard whilst in school. Please keep all handbags and valuables with you at all times unless working in a classroom where you can keep it in a designated area.

If you leave the building for a short time, please exit through reception, informing the staff as you go and signing out. Please do not prop open any doors which could leave access to unauthorised individuals. Also, please do not permit entry to anyone you do not recognise as a parent or employee of the school.

#### Trips and Fixtures:

When accompanying pupils on a trip, parent volunteers are not permitted to supervise their own child/ren.

The member of staff leading the trip will share pertinent risk assessment information regarding the venue/activities being visited. All guidance contained in these risk assessments must be followed. Please ask at any point if you are unsure.

If parent volunteers have offered to transport other children to/from fixtures, this is a private

arrangement between these families. The School expects that all drivers will obey the rules of the road and that all cars used are appropriately taxed, insured and have a valid MOT. Parent volunteers should ensure that all children in their care are wearing seatbelts and are using booster seats where required. Parent volunteers must not transport children whilst under the influence of alcohol or drugs. Where fixtures involve children getting changed, parent volunteers are not permitted to enter the changing rooms at any time.

#### Electronic Devices:

When in school, parent volunteers should ensure that their mobile phones or other electronic devices are silenced and kept out of sight of the children. At activities, events and fixtures, parents may take photographs of their child but if these include other children, they must not be shared on any social media streams. We have several families who do not wish their child to appear on social media.

#### Discipline:

Parent volunteers are often required to look after small groups of children. The School policy is to promote positive behaviour but sometimes children may need to be spoken to if their behaviour falls short of expectation. Usually a stern look or a polite request will suffice. If poor behaviour persists, please seek the support of a member of school staff. Children should not be physically disciplined at any time.

#### Discrimination:

The Froebelian School treats all member of its community with respect and equality. We value our multi-cultural, multi-faith school and expect kindness, tolerance and integrity from everyone.

#### Health & Safety:

Parent volunteers should take all necessary precautions with regard to ensuring their personal Health & Safety and that of others with whom they may be working.

If you notice something in school which raises concern about the Health & Safety of children, staff or visitors, please bring this to the attention of staff in the Office as soon as possible.

The Health & Safety Officer for The Froebelian School is Mrs Tineke Roth, the Finance and Operations Manager.

#### First Aid:

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival. An accident form should always be completed by the first aider treating you.

Our named First-Aider in the workplace is Ms Hannah Borkala who is based in the office.

### Fire Safety:

Please ensure the safety of our children at all times and familiarise yourself with the nearest fire escapes and routes from any room in which you are situated. If the alarm sounds you should make your way to the nearest exit. Do not stop to collect your personal belongings. The muster point is situated at the front of school facing the high wall where you should report to one of the office staff.

### Media:

Other than on matters of publicity, only the Headteacher is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media.

### Non-Smoking Site:

In order to maintain a healthy and safe environment, smoking is not permitted within the school or its grounds.

### Parking:

Parking spaces in the vicinity of the school are limited. Please be aware not to park in the resident permit parking areas on Clarence Road as well as on the double yellow and zig-zag lines outside the main school entrance.

### **Further Information**

This guidance cannot cover every eventuality. Its purpose is to alert parent volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

If parent volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Headteacher for advice before they taken any action.

This guidance is reviewed regularly by the School Council, in consultation with the Headteacher, in the light of experience, research and good practice.

Date: January 2023

Review Date: January 2024

The Froebelian School: Code of Conduct for Parent Volunteers

Reference: CCPV

Version: 2.0