

## **CODE OF CONDUCT FOR VOLUNTEER HELPERS**

- Please sign in and out of the building
- Please stay within the areas that are necessary for your visit
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken
- Do not take/use images of pupils/students unless approved to.
- Do not use mobile phones in the presence of pupils
- Computers are not to be used unless you are approved to do so.
- You will be expected to comply with our school's confidentiality policy
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher (Mr Sandford) or Mrs Leadbeter who are the named people for Child Protection/Safeguarding in our school