

Code of Conduct for Volunteers

All members of our school community are to be treated with respect and dignity. This includes children, parents and guardians, staff, governors and volunteers. Our Code of Conduct aims to ensure that behaviour in school is always appropriate.

You should always:

- Adhere to school policies
- Behave in a mature, respectful, safe, fair and considered manner
- Provide a good example and be a positive role model to the children
- Observe other people's right to confidentiality (unless you need to report something to the Headteacher/Child Protection Liaison Officer eg concerns about child protection)
- Treat all children equally
- Ask for help as soon as you need it, for example in coping with a child presenting challenging behaviour.

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children
- Touch children in a manner which is, or may be considered sexual, threatening, gratuitous or intimidating
- Discriminate favourably or unfavourably towards any child
- Give personal contact details to children, or make arrangements to contact or communicate with them outside school without their parents' consent
- Develop personal or sexual relationships with children
- Push, hit, kick, punch, slap, throw missiles at or smack a child, or threaten to do so

- Make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature
- Give to or receive gifts from children (other than 'token' gifts) without telling the Class Teacher
- Allow or encourage children to act in an illegal, improper or unsafe manner
- Behave in an illegal, improper or unsafe manner
- Undertake work with children if you are not in a fit and proper physical and emotional state to do so.



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Esher Church School



Child Protection Procedures,

Emergency Procedures

and

Code of Conduct

Introduction

At Esher Church School we are committed to safeguarding and promoting the welfare of children and expect all volunteers and visitors to share this commitment.

As a visitor to our school, either as a helper, supply staff or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection Procedures.

Esher Church School has a Safeguarding Policy which is available on the website and from the school office.

CRB Checks

All volunteers working with children in school must be checked on behalf of the school by the Criminal Record Bureau (CRB). The Office Staff will give you more details about applying for a CRB check. Please inform the Headteacher immediately if you are, or become subject to, any criminal investigation.

What is child abuse?

There are four categories of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

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

If you become concerned about:

- Comments made by a child
 - Marks or bruising on a child
 - Unusual behaviour or changes in demeanour
- you must report these concerns as soon as is practical to the Child Protection Liaison Officer, or to the Deputy Child Protection Liaison Officer in her absence.

Child Protection Liaison Officer:

Cathy Bell—Headteacher

Deputy Child Protection Liaison Officer:

Matt White—Deputy Head

What should I do if a child tells me that s/he is being harmed?

If a child wants to talk to you it is important to know exactly what to do. However daunting it may be it is important not to let the moment pass—for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before. Children rarely lie about such matters so it is imperative that the child's concerns are taken seriously, and that you stay calm, listen positively and reassure the child:

- Listen to what is being said without expressing shock, disbelief, revulsion or distress
- Allow the child to talk freely
- Let the child know at once that it was not his/her fault and keep restating this
- Reassure the child but **do not make promises that you might not be able to keep** (eg that you will keep the abuse a secret or that the police will not be involved)
- **Do not promise confidentiality.** Explain to the child that you will tell only those people who need to know in order to be able to help them
- **Do not interrogate the child or ask leading questions**
- Stress that the child has done the right thing to tell, even if the alleged abuse happened a long time ago
- Do not criticise the alleged perpetrator
- As soon as is practical write a first-hand account of what was said and done; wherever possible use the exact words or phrases used by the child
- Speak to the Child Protection Liaison Officer or Deputy as soon as you can to pass on the disclosure and give them your written record

What should I do if the alleged abuser is a member of the school staff?

You have a duty to report the allegation to the Headteacher. If an allegation is made against the headteacher you have a duty to report it to Jane Bathurst, Chair of Governors.

Emergency Procedures

Fire

If you discover a fire, immediately operate the nearest fire alarm point. On hearing the fire alarm the children will be evacuated from the building onto the playground, where they will line up. If you are working with a group of children away from their classroom you need to escort them to the playground in silence, ensuring you have them all with you, and take them to their class line. The person in charge of the class (usually the class teacher) will take the register to ensure all children are present. Do remember any children who may be in the toilet or on an errand to ensure no-one is left inside the building. Do not return to the building until it has been declared safe by the Duty Officer. The Duty Officer is the Headteacher, Deputy Head in her absence, or the Senior Leadership Team member in charge.

Lockdown Procedure

An intermittent alarm indicates that lockdown procedures need to be put in place immediately. All external doors need to be locked, internal doors and windows closed, lights and screens switched off, and blinds closed where applicable. Children should sit on the floor under their tables or against a wall if they are in an area with no tables. Remain in place until the 'all clear' has been given or you are told by the duty officer/emergency services to evacuate the premises.

Evacuation

Should we be required to evacuate the school building (eg in the case of a gas leak) the children will be escorted by staff to The Church of the Holy Name on Arbrook Lane, Esher.