



Flourish FEDERATION

Believe, Achieve, Belong



Volunteer code of conduct

The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	28 Nov 2023
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	NOV 2025
Policy Version:	v
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



Volunteers will:

- Observe and model the Federation values.
- Observe and promote high standards of behaviour and ethical conduct.
- Respect other members of the school community, treating everyone with kindness and dignity.
- Treat all pupils and staff members equally and fairly.
- Be approachable, pleasant and a positive role model.
- Adhere to all federation policies including Safeguarding and GDPR.
- Maintain confidentiality of personal information at all times unless there is a need to report it to a member of staff.
- Report all incidents of poor behaviour to a member of staff immediately.
- Dress appropriately and behave in a manner which promotes health and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of any tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given and report any potential hazards immediately to a member of staff.
- Avoid waste or extravagance and make proper use of the resources.
- Turn off mobile phones when on school premises or working with children (eg: on a trip)
- Wear a visitor badge while on school premises or working with children.

Visitors will not:

- Discipline pupils; if there are any problems, the class teacher or a member of staff will manage the situation.
- Shout at, touch or handle a pupil.
- Support pupils with toileting or 'intimate care' (nappy change)
- Take photographs of any pupils.
- Use a mobile phone while working with pupils or in school.
- Work with pupils when not in the proper emotional or physical state (eg: under medication which may cause drowsiness or under extreme stress which may impair judgement)
- Behave in an illegal, improper or unsafe manner (eg: drinking alcohol or smoking on site)
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- If the volunteer is a parent of a child at school, they must not discuss their child while volunteering. They can discuss their child during arranged times with the teacher (eg: parent teacher meetings)
- Discuss internal school/federation operations with friends/other parents outside school or on social media.
- Express any extreme or discriminatory views
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school/federation.
- Give or receive (other than 'token') gifts.

Flourish Federation reserves the right to terminate your volunteering position, with immediate effect, if any of these terms are breached.

I confirm that I have read and understood the volunteer code of conduct.

I confirm I have read and understood the Flourish Safeguarding policy and GDPR policy.

I understand that following my DBS check, I must inform the school immediately if there are any changes to this (eg: criminal investigation)

Print name:

Signed:

Date:

To be put at the front of each school visit information pack for volunteers.

Volunteers will:

- Observe and model the Federation values.
- Treat all pupils and staff members equally and fairly.
- Be approachable, pleasant and a positive role model.
- Adhere to all federation policies including Safeguarding and GDPR.
- Dress appropriately and behave in a manner which promotes health and safe working practices.
- Accept and follow directions from the trip leader and seek guidance through clarification where uncertain of any tasks or requirements.

Visitors will not:

- Discipline pupils; if there are any problems, the class teacher or a member of staff will manage the situation.
- Shout at, touch or handle a pupil.
- Support pupils with toileting or 'intimate care' (nappy change)
- Take photographs of any pupils.
- Use a mobile phone while working with pupils or in school.
- Behave in an illegal, improper or unsafe manner (eg: drinking alcohol or smoking on site)
- If the volunteer is a parent of a child at school, they must not discuss their child while volunteering. They can discuss their child during arranged times with the teacher (eg: parent teacher meetings)
- Discuss internal school/federation operations with friends/other parents outside school or on social media.
- Express any extreme or discriminatory views
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school/federation.