Alton Infant School
Sowing the seeds of learning

Academic year 2026-2027

Volunteers, Outside Speakers and Outside Club Staff Code of Conduct

- I will always sign in and out at the school office and collect a volunteer badge for recognition.
- I will be a good role model in line with the school's vision, values and ethos.
- I will take part in the school's volunteer safeguarding and child protection training (outside club staff to provide the school with evidence that they have completed regular safeguarding and child protection training e.g. through providing a training certificate).
- I will make sure that I am aware of who the school's Designated and Deputy Designated Safeguarding Leads are and what they look like (see displayed photographs).
- I will make sure that I have read and understood the details about how to contact the school's Designated and/or Deputy Designated Safeguarding Leads.
- I will always report any safeguarding or child protection concerns to the school's Designated and/or Deputy Designated Safeguarding Leads and/or to the Class Teacher.
- I will always refer back to the teacher if I have any medical or first aid concerns about a pupil.
- I will always work under the direction of the class teacher.
- I will always refer back to the teacher, if I have any behavioural concerns about a pupil.
- I will not physically restrain a pupil.
- I will not put myself in vulnerable situations with pupils – e.g. being alone with a pupil in the toilet.
- I will not use my mobile phone or other personal electronic devices when in school.
- I will not use my mobile phone or other personal electronic devices to take photographs when in school.
- I will only use school owned electronic devices when in school.
- I will not use any of the school electronic devices for personal use.
- I will be friendly, courteous and kind at all times.
- I will treat everyone with dignity and respect.
- I will respect other people's privacy and boundaries.
- I will communicate with others in an open and respectful way.
- I will not act fraudulently or dishonestly or do anything that brings, or is likely to bring, the school or its staff and governors into disrepute.
- I will not volunteer if under the influence of alcohol or drugs.
- I will always alert the school office to any medical issues which could affect how I volunteer in school (this will always be treated with the utmost confidence).
- I will not breach school confidentiality by discussing, or sharing on social media, school business, activities or pupil details (including pupil behaviour, well-being and academic progress).
- I will always refer back to the teacher, if I am unsure about the task(s) that pupils are completing.
- I will not impart my own personal, political, or religious views or opinions upon the school community.

Signed: - Date:-

Name:-