

Volunteers Code of Conduct

The purpose of this Code of Conduct is to provide volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role within Brackley STEAM Park Academy.

Each volunteer:

1. General Conduct

- 1.1 Will follow the guiding principles, policies and safeguarding procedures of Brackley STEAM Park Academy in all activities and sessions.
- 1.2 Will inform Brackley STEAM Park Academy of any relevant police record or other factors, or any change in his/her circumstances, which may make him/her unsuitable as a Brackley STEAM Park Academy volunteer member, or for any Brackley STEAM Park Academy activity.
- 1.3 Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a another volunteer or pupil or those who come in contact within Brackley STEAM Park Academy role.
- 1.4 Will treat all those they meet in a professional manner and with courtesy.
- 1.5 Will not bring the organisation into disrepute.
- 1.6 Will not use Brackley STEAM Park Academy to bring financial advantage to him/herself or to any business in which the volunteer may have an interest e.g. by directly selling his/her own company's products or services.
- 1.7 Will be punctual and presentable and dress in an appropriate professional manner.

2. Confidentiality

- 2.1 Will not at any time disclose information that:
 - is or has been acquired during one's voluntary position, or that has otherwise been acquired in confidence;
 - relates to our business, or that of other persons or bodies with whom we have dealings of any sort;
 - has not been made public by, or with our authority.

3. Conflict of Interests

- 3.1 Will declare any potential conflicts of interests arising from the engagement in volunteering activity with Brackley STEAM Park Academy at the earliest opportunity.

4. Working with Pupils

- 4.1 Recognises that the role of a Brackley STEAM Park Academy volunteer member places him/her in a position of upmost trust regarding all pupils, the Brackley STEAM Park Academy organisation, and to other volunteers and undertakes to uphold that trust at all times.

4.2 Will not knowingly place him/herself in a situation where the volunteer is alone in any area with any pupil and will endeavour to ensure that there are several pupils and where possible another adult in attendance at any class sessions. Avoid remote areas and where ever possible leave the door open.

4.3 Will avoid using inappropriate language in front of, about, or to a pupil and parent. Show consistently high standards of professional behaviour and appearance, acting as a positive role model for Brackley STEAM Park Academy.

4.4 Will be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Never touch a child in a way which may be considered indecent. Be aware of cultural or religious views about touching and always be sensitive to issues of gender.

4.5 Will not offer individual pupils a lift in a car (although groups may be transported where there is suitable insurance cover in place agreed by the academy).

4.6 Will not make arrangements to contact, communicate or meet with pupils outside the normal activities of the education provision unless it is within the context of an approved Brackley STEAM Park Academy activity e.g. outdoor learning, collecting at the main entrance door and dismissing pupils at the main door that has been agreed and approved by the manager.

4.7 Will not share any personal information with a pupil. Will not request, or respond to, any personal information from a pupil, other than that which might be appropriate as part of their role with Brackley STEAM Park Academy.

4.8 Will not send personal notes/letters/emails/texts to individual pupils.

4.9 Will not give out personal contact details and always use a professional email address to managers and directors. All communications need to be transparent and open to scrutiny.

4.10 Will understand that bullying will not be accepted or condoned. All forms of bullying towards a volunteer, pupil and manager, will be addressed.

4.11 Will remember always that interactions between him/her and pupils must be such that no reasonable person observing that interaction could construe its nature as abusive.

4.12 Will allow any discipline issues regarding the pupils, to be dealt with by the academy which the pupil attends.

4.13 Will comply with the Brackley STEAM Park Academy safeguarding policy and welfare of all pupils. The primary concern of Brackley STEAM Park Academy is to safeguard the wellbeing of vulnerable children engaged in our activities. This means we ensure appropriate arrangements to provide a safe and secure environment, and to deal effectively with issues concerned with suspected or reported abuse regarding children.

5. Health and Safety

5.1 Must not take any action that could threaten the health or safety of themselves, pupils, staff members, other volunteers or members of the public.

5.2 Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy.

6. Ethics

7. will comply with all general principles of the Brackley STEAM Park Academy ethics and the 6 key principals

8. Personal Relationships

8.1 Recognises that where a relationship occurs between a staff member and volunteer, or volunteer and a director, it should be declared as soon as possible to a senior member. They will consider whether any action should be taken in relation to a possible conflict of interest.

8.2 Is aware that personal, emotional or sexual relationships between a volunteer and a pupil are considered inappropriate and are therefore unacceptable. However, Brackley STEAM Park Academy recognises that there may be times when a volunteer or manager may have a pre-existing parental/family relationship with a pupil and asks that it should also be declared to a senior director. They will consider whether any action should be taken in relation to a possible conflict of interest.

9. Drugs and Alcohol

9.1 Recognises that the use of drugs and alcohol will impair the safe and efficient running of the education business and/or the health and safety of pupils, staff members, volunteers or members of the public.

9.2 Will not allow their performance or attendance to be affected as a result of alcohol or drugs in accordance with our Alcohol and Drugs policy.

10. Equal Opportunities

10.1 Will ensure that there is no discrimination on grounds of age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation and marital or civil partnership status. These are known as the protected characteristics.

10.2 Will ensure that no one is disadvantaged by any condition or requirement that cannot be shown to be justifiable

11. Conclusion

11.1 I understand that by accepting a voluntary position with Brackley STEAM Park Academy, I am agreeing to abide by this Volunteer Code of Conduct. Failure to comply with the Code of Conduct could result in your volunteering position being subject to review in line with our Complaints Procedure.