



**St Mary's Catholic  
Primary School**  
Bognor Regis

# **Volunteer Code of Conduct**

**September 2025**

## St Mary's Catholic Primary School Volunteer Code of Conduct

At St Mary's Catholic Primary School, we are aware that many educational activities / visits could not take place without the goodwill of volunteer helpers. We know your time is valuable and appreciate the help that all our volunteers give in supporting the work of the school. Please read the following information to ensure you feel comfortable and supported whilst working with us.

### General

- All volunteers should sign in at reception and take a visitors badge/sticker upon arrival. This includes helpers walking with a class to church/swimming/beach school etc. When leaving the school, they should sign out;
- Volunteers should use the staff toilets located next to the Parish Hall (opposite the kitchen);
- Confidentiality is very important. Please do not repeat anything you see or hear within school once you have left the school building;
- For safeguarding reasons, the use of mobile phones is prohibited whilst on the school premises. In exceptional circumstances, to include calling the emergency services, the use of a mobile phone will be permitted;
- Regular volunteers in regulated activity must have a DBS check. On some occasions, a DBS check can be valid for more than one organisation and will be looked into for each new volunteer. DBS checks are completed with the School Business Manager and will take approximately eight days to be sent back to us;
- If a child were to disclose any personal or concerning information you must not ask any leading questions. When the child has finished, speak to a member of staff as soon as possible ensuring you convey all of the information precisely;
- Volunteers should not be alone with a child unless in a public place;
- For health and safety and legal reasons, do not administer any form of first aid, no matter how minor. Instead, please inform a member of staff straight away;
- Please ensure that you have read Part 1 of 'Keeping Children Safe in Education';
  - If in doubt, ask the class teacher.

### Off-site Activities

- Volunteers must follow the instructions and risk assessment of the visit organiser, who has overall responsibility;
- When walking with the children off-site make sure you are evenly spaced between other adults and walk on the side closest to the road / or other hazards;
- All adults and children should wear a high-visibility jacket when travelling to or from a venue or near a road;
- For safeguarding reasons, volunteers must not take any photos on a trip, including those of their own child;
- Furthermore, no information, photos or videos regarding a school trip should be uploaded onto social media;
  - Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

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Please return this reply slip to the School Office

By signing this reply slip you are confirming that you have received a copy of the Volunteer Code of Conduct, and will abide by the contents. If you have any questions, please speak with a member of the office team.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_