

‘Every opportunity to educate everyone forever’

Intent

This code of conduct outlines the expectations for all students and volunteers to ensure a safe, respectful, and professional environment within the school and nursery.

Implementation

Students and volunteers are expected to:

- Be punctual, reliable, and maintain good attendance
- Be polite, respectful, helpful, and professional at all times
- Show initiative and be proactive
- Follow staff instructions and complete tasks to a high standard
- Alert staff to any tasks that you need to fulfil as part of any training modules, as soon as possible, so that time is made in the diary/timetable to ensure that you are given this opportunity. It is your responsibility to be organised so as to meet the expectations outlined within your course modules
- All volunteers/students, who work in schools, will set good examples of behaviour and conduct, which can be copied by pupils. They must demonstrate high standards of conduct in order to encourage our pupils to do the same, for example, offensive language must not be used
- Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

Safeguarding

- The safety and wellbeing of children must always be the priority
- Report any concerns immediately to a member of staff
- Do not use personal devices to photograph or record children
- Follow all safeguarding procedures and guidance
- Do not demean or undermine staff, pupils, their parents or carers, colleagues or visitors to the school or nursery
- Sign in and out every day, wearing an identity sticker or lanyard at all times, whilst in school

- Make yourself aware of policies regarding safeguarding and behaviour management, ensure that you use a positive approach to managing behaviour
- Volunteers/students must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship.

Health and Safety

- Follow all school health and safety procedures
- Report hazards or concerns immediately
- Follow fire, lockdown, and emergency procedures
- Do not bring prohibited or hazardous items into the setting
- Alert our staff team if you have any medical needs and emergency contact information
- Check with staff regarding children with allergies if you are supporting with any activities that involve eating
- Volunteers/students must abide by the school's health and safety and first aid policies. Volunteers/students are not to administer first aid, except in an emergency, where none of the designated first aiders are available.

Equality and Diversity

- Treat all individuals with respect and fairness
- Value and celebrate differences in culture, beliefs, and backgrounds
- Promote inclusion and challenge discrimination.

Dress Code

- Wear smart, appropriate clothing suitable for working with children
- Uphold modesty when choosing clothing
- Avoid clothing that is revealing or unsafe
- Wear sensible footwear and minimal jewellery.

Use of Technology

- Mobile phones must be switched off or on silent during placement
- Phones must not be used around children
- Devices may only be used in designated areas during breaks.

Attendance and Punctuality

- Attend all scheduled sessions on time
- Inform the school if you are unable to attend
- Sign in and out daily.

Conduct Outside the Placement

- Behaviour outside of placement must not bring the school into disrepute
- Maintain professional standards at all times.

Compliance

- Failure to follow this Code of Conduct may result in the placement being ended.

DOCUMENT ORIGINS

Organisation	Mellers Primary School and Nottingham Nursery School	Version date	2
Owner	Lorna Dermody and Joy Buttress	Approved by (If applicable)	FGB
Next review date	June 2029	Approval date	July 2026

DOCUMENT VERSION HISTORY

Revision date	Author of changes	Summary of changes
June 2026	Joy Buttress	Organisation of policy under headings of intent and implementation