



MARLBOROUGH PRIMARY SCHOOL

CODE OF PRACTICE FOR STUDENTS, VOLUNTEERS, PARENTS AND CARERS

100% Commitment 'For Every Child's Bright Future'

Article 3: *The best interest of the child must be a top priority in all actions concerning children.*

Article 19: *Children must be protected from violence, abuse and neglect.*

- The school will supply all adult helpers with a school information pack.
- All adult helpers must fill in the relevant forms and provide a passport sized photograph.
- Students / Volunteers should keep a file with relevant school procedures, policies and information
- Marlborough Primary School will provide a mentor for all students and volunteers.
- Mentors will discuss with students / volunteers / parents and carers the school procedures, ideas and projects for the futures. They will also explain that their main function, apart from hands on experience, is to assist the children in learning in as many ways as possible.
- Students / Volunteers must not deal with parents, visitors and Local Authority Officers.
- All adult helpers must not make physical contact with children.
- All adult helpers must not try to resolve issues of behaviour with children.
- All adult helpers will not be required to deal with disciplinary matters. Anything of this nature should be immediately (where possible) report to the Class Teacher (if in class) or to the teacher on duty (in the playground). This request must be strictly adhered to avoid any possible unpleasant situation arising.
- All adult helpers should at all times be smartly dressed and well turned out, thereby keeping the standard of the school highly presentable.
- At all times all personnel are expected to show respect, kindness and a certain level of caring, but over friendliness is to be avoided where possible for the protection of staff (remembering that over-friendliness can easily be misconstrued.)
- All adult helpers must maintain total confidentiality of any information they may become party to or overhear.
- If students / volunteers are unable to attend on the appropriate day or need to change days, they must inform the mentor / teacher responsible for volunteers in advance, or ring the school and leave a message giving the reason for their absence. The school telephone number is: 0208 427 3087.
- All adult helpers must use common courtesy and polite language.
- All adult helpers should direct any complaints or suggestions in the first instance to the mentor / teacher responsible for volunteers.
- Students must inform their class teacher / mentor of any change in arrangements.

I agree to abide by the above code of practice

Name:	
Signature:	
Date:	