Volunteer Code of Conduct and Induction

(Including Advisory Board Members)

Updated for:	September 2026
Next review:	September 2027

James Montgomery Academy Trust

Volunteer Code of Conduct and Induction

School:	
Name of volunteer:	
Date of issue:	
Signed:	

1. Statement of intent

The James Montgomery Academy Trust (JMAT) expects that all volunteers behave at all times with dignity and professionalism. It also expects all of its children to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Volunteers at the JMAT should understand that their own behaviour, and the manner in which they conduct themselves with pupils, school staff, parents/carers and other stakeholders, sets an example. This will be covered in the Volunteer Induction. (**Appendix 1**).

It is important that volunteers and governors familiarise themselves with JMAT expectations of behaviour and where there is doubt, speak to the headteacher for further guidance. The guidance offered is meant to be supportive and explanatory rather than an attempt to interfere either in the professional or personal lives of volunteers.

This document applies to all volunteers who work in school and includes members of the Local Advisory Board.

Wherever possible, specific advice is given but in general volunteers are expected to conduct themselves at all times, in such a way that no discredit could be brought upon the JMAT or its schools.

2. Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Data Protection Act 2018 (GDPR)
- The Education Act 2002
- The Children Act 1989
- Equality Act 2010
- Health and Safety at Work Act 1974

This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE ‘Keeping children safe in education’ (2026)
- DfE ‘Working together to safeguard children’ (2026)

3. Safeguarding pupils

In accordance with Keeping Children Safe in Education guidance, all volunteers have a responsibility to safeguard pupils and protect their welfare. To this end, all volunteers will have an enhanced DBS with children’s barred list check in place prior to starting their volunteer duties in school, and will be included on the Single Central Record.

All volunteers have a responsibility to ensure that they contribute to a learning environment in which children feel safe, secure and respected.

In order to effectively safeguard children, volunteers are required to follow the procedures outlined in this Code of Conduct and the Safeguarding and Child Protection Policy, ensuring that they do not act in a way that may put children at risk of harm, or lead others to question their actions.

In accordance with the school's Safeguarding and Child Protection Policy, volunteers will be prepared to identify children who may be subject to, or at risk of, abuse and neglect, and will follow the necessary reporting and referral procedures.

It is expected that a volunteer who has a safeguarding concern for a child, or if a child displays concerning behaviour, they will refer to the class teacher or other staff member appropriate to the circumstances, e.g. DSL, headteacher, etc.

Any volunteer that has concerns about a staff member's actions or intent that may lead to a child being put at risk of harm will report this in line with the Whistleblowing Policy to the headteacher immediately so appropriate action can be taken.

4. Roles and responsibilities

4.1 Headteachers are responsible for:

- Managing the conduct of volunteers in accordance with this policy
- Ensuring that volunteers are aware of the expected standards of conduct and any local rules or regulations specific to their job or area.

4.2 Volunteers are responsible for adhering to the set standards of conduct, and any local rules or regulations, including any reasonable management instructions.

5. General obligations

Volunteers are expected to support the aspirations of JMAT and its schools at all times. JMAT expects that all volunteers will actively promote the values which permeate the vision of its schools.

These include:

- Ensuring that our school is a centre of excellence with a focus on the nurture and achievement of our pupils
- Promoting mutual support, encouragement and benefit between all the schools in the JMAT.
- To recognise and enable those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty.
- To foster, maintain and celebrate Christian distinctiveness in school where appropriate.

Volunteers should:

- Support all children of whatever ability to do their best and have high personal aspirations. The school is a learning community which hopes to inspire young people and to enhance and enrich pupil's lives enabling them to experience a wide and full range of learning opportunities.
- Have the highest possible example in their personal and professional relationships, their attitude in the community, their appearance, decorum and lifestyle.

- Promote learning at every level both inside and outside the classroom,
- Be friendly and welcoming, helpful, polite and courteous to everyone connected with the school: parents, other volunteers and children etc.
- Be sympathetic to the Christian Faith where appropriate.

6. Confidentiality and information disclosure

All volunteers in the JMAT must conform to the requirements of the UK GDPR/Data Protection Act 2018 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and children's data.

Volunteers must not disclose personal or financial information about any other members of staff or other volunteers to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the headteacher.

Volunteers must not use information obtained in the course of their duties to the detriment of school or for personal gain or benefit; nor should they impart this information to others who might use it in such a way. Confidential information belonging to JMAT and its schools must not be disclosed to any person not authorised to receive it.

7. Volunteers dress code

It is important to dress appropriately when acting in a professional capacity. The staff dress code is smart rather than casual.

JMAT expects that its volunteers will:

- Ensure that they dress in a manner that is appropriate to their role when representing the Trust.
- Remember that they are role models for children and staff, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to children, parents, colleagues or other stakeholders.
- Inappropriate tattoos should also be covered and facial piercings should be discreet or covered.

JMAT is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

8. Reading required documents

There are a number of documents, including safeguarding policies and the latest KCSIE, that require volunteers to read them, this will now be carried out electronically and requires immediate action in line with this induction.

9. Training

It is recommended that volunteers in school have safeguarding training, this is available on ForgeCPD.

10. Attendance

The school expects that volunteers will:

- Be punctual in all circumstances.
- Contact school when they are unable to carry out their volunteering duties.

11. Professional behaviour and conduct

Volunteers are expected to treat school staff, children, parents/carers, and external contacts with dignity and respect. The use of foul and abusive language will not be tolerated.

Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Volunteers will not misuse or misrepresent their position, qualifications or experience, or bring JMAT or any of its schools into disrepute.

Volunteers will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. Each case will be considered independently and on its merits. It is likely that the Trust and its schools would view any conviction for possession of prohibited drugs, sexual misconduct, theft, misappropriation of school/company funds or equipment, violent conduct, disorderly conduct in a public place etc as gross misconduct, within the general heading of “professional misconduct” and therefore the volunteer concerned would be liable for dismissal from their duties.

12. Smoking, vaping, alcohol and other substances

Volunteers will not:

- Smoke or vape on JMAT or school premises, this includes school grounds.
- Smoke or vape whilst working with or supervising children off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Volunteers must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a volunteer’s performance, the school has the right to discuss the matter with the volunteer and take appropriate action, including possible referral to the police.

13. Health and safety

Volunteers will:

- Be familiar with and adhere to the JMAT Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with accident reporting requirements.

14. Online safety

Volunteers will adhere to the procedures outlined in the Online Safety Policy and Social Media Policy at all times. Volunteers are required to employ the highest security settings on any personal profiles they may have.

Volunteers will not engage in inappropriate use of social networking sites; this includes contacting pupils, accepting or inviting friend requests from pupils or following pupils on social media. The

JMAT understands that some volunteers are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, volunteers will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Volunteers will remain mindful of their use of social media and their web-based presence; this includes written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

15. Relationships with children

The JMAT expects that volunteers will:

- Maintain professional boundaries and relationships with children at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with children for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Only contact children via the school's established mechanisms; personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

16. Physical contact with children

Any actions that require physical contact with a child, for example first aid or intimate care, will be carried out by a member of school staff.

If a child is in distress and in need of comfort as reassurance, volunteers may use age-appropriate physical contact, such as placing their hand on the child's shoulder. Volunteers will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

17. Premises, equipment and communication

JMAT equipment is to be treated with due care and respect. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in the volunteer's service being discontinued.

Volunteers receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the headteacher.

The JMAT reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid radicalised, offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

18. Declaration of interests

Volunteers and local advisory board members are requested to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

For the purpose of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may

be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if volunteers and governors are in doubt about a declaration, they are advised to contact the school.

The headteacher's advice should be sought on any matter regarding Patent Copyright and the acceptance of gifts.

Volunteers should be aware that "intellectual copyright" of; for example, textbooks written by volunteers, can in some circumstances be claimed by the JMAT and clarification of this position should be sought.

19. Monitoring and review

This policy will be reviewed on an annual basis by the Trust Safeguarding Lead; any changes made to this policy will be communicated to all volunteers and governors.

Volunteers and are required to familiarise themselves with this policy as part of their induction programmes.

20. Document History

Previous versions archived in accordance with document retention requirements.

Issue	Author/ Owner	Date Reviewed	Reviewed by	Approved by A&R Committee (date)	Comments/ Changes
V1	JMAT	July 2025	PRG	08/07/25	• New document
V2	JMAT	July 2026	PRG	09/07/26	• Section 2 – update to most recent version of KCSIE and Working Together • Section 3 – addition of children's barred list to DBS check • Minor language changes.

Key:
PRG – Policy Review Group
A & R Committee – Audit and Risk Committee

Appendix 1

Volunteer Induction

School:	
School contact details including email and phone number:	
Name of volunteer:	
Date started:	
Position:	
Induction completed by:	

Welcome

We hope you enjoy your volunteer experience within our school, to help you settle in we have devised an induction programme for you to follow. Parts of your induction may be carried out by different members of staff, however some of the content may be accessed electronically. All parts of the induction must be signed and dated when you have received and understood the information.

I confirm I have read and understood:

Safeguarding and Child Protection Policy:	Date:	Signed:
Volunteer Code of Conduct:	Date:	Signed:
Relationships and Behaviour Policy:	Date:	Signed:
KCSIE Part One:	Date:	Signed:

Induction Information		**Initial when completed**	**Date**
Welcome	• Staff introductions. • Management structure/staff roles. • Who does what/who to ask for help.		
	• Structure of school. • Key stages. • Start/finish times, term dates.		

Health and Safety	• Tour of base/office. • Site layout – toilets/kitchen/ staffroom facilities. • No smoking or vaping. • Parking arrangements.		
	Law, policy, safe systems of work, risk assessment:		

	• Volunteer responsibilities. • Policies and procedures. • Hazard identification relating to role. • Awareness of relevant risk assessments.		
	Emergency arrangements – what to do and where to go in an emergency: • Fire – exits, assembly point, alarm points, etc. • First aid – what are the first aid provisions, e.g. first aiders. • Locations of first aid kits.		
	• Accident/incident reporting – how to report, who to		
	• Asbestos awareness – specific to site operating from, role in school and signposting.		

Safeguarding	• Child protection and safeguarding policy. • Child protection/early help. • First day calling procedures/children missing from education.		
	• Keeping Children Safe in Education Part One. • FGM/Prevent. • Child on child abuse. • Child criminal and child sexual exploitation.		
	Designated Safeguarding Lead and deputies • Who they are in school/their role in safeguarding.		
	• Reporting procedures for safeguarding concerns and incidents.		
	• Volunteer Code of Conduct. • Behaviour and Dress code. • Social Media Policy/Mobile Phone Policy.		
	• Whistleblowing Policy. • Confidential Reporting Code.		
	• Relationships and Behaviour Policy. • School behaviour and rewards system.		
	• I have read and signed the Acceptable Use Policy and Agreement (Local advisory board members only).		

Human Resources	• Access to personal data. • UK GDPR/Data Protection Act 2018. • Confidentiality and information sharing protocols.		
	• Equal Opportunities – Equality Act 2010.		
	Managing Allegations Against Staff (including volunteers) procedure. • Those that meet the harm threshold and low-level concerns.		

Additional Information:

Allergies / health / other

Signed (inductee):		Date completed:	
Signed (staff member):		Date completed:	