



CASTLEMAN ACADEMY TRUST

POLICY : Code of Conduct for Volunteers

Author: Chief Executive Officer

Date: May 2024

Review Body: Human Resources Committee

Date Adopted: 1st May, 2024

Review Date: Summer 2027

Review Frequency: Three years

Please note that this policy is one of the suite of CAT Policies for School Standards Boards to acknowledge.

CASTLEMAN ACADEMY TRUST

Code of Conduct for Volunteers

This policy sets out the expectations of the Trust Board relating to all unpaid individuals involved or working in Trust schools. This includes all volunteers, including those working with school PTAs.

These expectations are in addition to the safeguarding responsibilities of all adults working in our schools, voluntary or paid, as set out in the Trust's Safeguarding Policy.

The Trust is committed to the promotion of fairness and equity in the working environment. All individuals in the school have a right to be treated with dignity and respect and the Trust seeks to develop an environment that supports individuals.

The Trust seeks to avoid a blame culture. It is recognized that all who are involved in the work of its schools will make mistakes at times of pressure and will learn from those mistakes.

At the same time, the Trust is concerned to set high standards of conduct and integrity.

This Code of Conduct aims to guide volunteers on the standards expected.

It is expected that each volunteer should:

- a) be mindful of safeguarding policy and procedure, reporting any concerns immediately to the class teacher or appropriate adult;
- b) be honest and beyond any suspicion of dishonesty;
- c) maintain the highest levels of confidentiality, including not sharing information on social media;
- d) Not behave in a manner that may bring the school into disrepute;
- e) maintain at all times a high standard of integrity and conduct;
- f) at all times, treat others as we would wish to be treated;
- g) not use his/her position to further or put private interests or those of relatives or friends before his/her duty to the school;
- h) fulfil the duties specified to the best of his/her abilities.

In particular, the following are of paramount importance:-

1. Disclosure of Information
In general volunteers should not disclose to any outside individual/organisation any information obtained at the school without the approval of the Head Teacher/Head of School.
2. Political, Religious and Cultural Neutrality
In carrying out their duties, volunteers should promote a balanced view as they serve the whole community.
3. Relationships with the School Community
Volunteers are expected to be courteous and impartial in dealing with groups and individuals.

Volunteers are expected to maintain acceptable standards in respect of the above. A breach of these rules could lead to the school investigating the circumstances. If possible, any problems would be resolved informally. An incident involving misconduct could lead to a written warning. However, a serious breach of the rules could lead to the dispensing with the services of that volunteer. The Head Teacher will investigate the incident and will make a decision about whether or not the volunteer can continue in their role.

Equality Impact Assessment

The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics.