



Staploe Education Trust

# Volunteer Policy

Version:	3.0
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Approved by:	Trust Board
Date:	Spring 2023
Review date:	Spring 2026

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## 1. Introduction and aims

Volunteers provide a valuable contribution to the work of our schools across the Trust. They enrich our work through the breadth of their knowledge and experience.

We are committed to working with volunteers in a way that supports our strategic aims and vision.

The aim of the Staploe Education Trust volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2. How volunteers can support our schools

Some of our volunteers have direct contact with children. For instance, they might:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as PSHE, ICT or art
- Lead assemblies
- Work on school displays or garden areas

Other volunteers include:

- Those involved in our governance as Trustees, Members of School Advisory Bodies or Members of the Trust.
- Members of a Parent Teacher Association (PTA) or equivalent body for each school.
- Members of Parent Forum

Those involved in our governance are required to abide by the Staploe Education Trust Code of Conduct for Governance.

Those involved in our PTAs are required to abide by the Code of Conduct for PTA Members.

Volunteers who lead assemblies are directed to the Visiting Speaker Policy and required to sign an agreement as set out in the policy.

Concerns about the conduct of individuals, including possible breaches of their relevant Code of Conduct will be managed under the Trust's Process for Management of Concerns about Conduct of a Volunteer.

### **3. How volunteers can find out more or express an interest in supporting a school**

Volunteers who are interested in governance should contact the Trust's Governance Professional by emailing: [clerk@staploeeducationtrust.org.uk](mailto:clerk@staploeeducationtrust.org.uk)

Volunteers who are interested in joining the PTA should contact the Chair of the PTA via the school office.

Volunteers who are interested in working with children in school should contact the school office in the first instance. The school office will discuss the role with you and, if you are still interested, they will provide you with an application form to complete.

### **4. Process for appointing and inducting volunteers**

As safeguarding children and young people in our schools is of the greatest importance, we have a careful process for accepting volunteers to work in our schools.

Once your application form has been received, volunteers offering to work with children and young people will be interviewed by two members of staff, one of whom who will be specially trained in safer recruitment.

All volunteers and those who volunteer in named roles within a school's PTA (Chair/Vice Chair/Treasurer) will require an Enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training. All volunteers in unsupervised pupil facing roles will have a Barred List Check included with their Enhanced DBS check.

A start date will be confirmed once all checks are complete, and an induction pack will be issued to all volunteers by their line manager or the Trust HR department.

All volunteers will receive an induction which includes:

- Child Protection training and safeguarding information

- Health & Safety training
- Information about school processes

## **5. Safeguarding**

Each school's Safeguarding and Child Protection policy explains the guidelines and procedures to follow should a volunteer have any concerns about a child. All volunteers have a responsibility to report any concern that they may have regarding child protection using MyConcern or speaking with a Designated Safeguarding Lead.

All volunteers in school work under the supervision of the member of staff to whom they are assigned. School staff retain responsibility for children at all times. Volunteers should feel confident to carry out tasks or activities and should seek further advice/guidance in the event of a query or problem regarding a child's behaviour or any other concerns.

## **Appendix 1: Volunteer in Child-Facing Role- Code of Conduct**

All volunteers are expected to support our school values and conform to high standards of behaviour and conduct whilst in school.

The Trust expects that volunteers will comply with the policies and expectations that apply to all staff, especially being familiar and compliant with:

- Safeguarding policy
- Code of Conduct for All Adults policy
- Whistleblowing policy
- Behaviour policy
- ICT, Internet, Cyber Security and Acceptable Use policy
- Data Protection policy
- First Aid policy
- Health and Safety policy
- Equality policy
- Premises Hire policy
- Volunteer policy
- Smoking policy
- Mobile phone policy

### **Confidentiality**

- Information about pupils, parents/carers and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents/carers or other children. If parents/carers approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.
- If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers.
- If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy, and log a concern on MyConcern or inform the Designated Safeguarding Lead (DSL).
- If volunteers are concerned about anything an adult in the Trust does or says (which does not relate to child protection), they should raise the matter, at the earliest opportunity, with a senior member of staff. Guidance can be found in our Whistleblowing policy which is available via the Trust website or school office.

### **Conduct of Volunteers**

- Volunteers are expected to follow reasonable instructions, and ask for guidance or clarification if required. Questions can be directed to any member of the senior team or the office.
- If volunteers witness pupil behaviour that concerns them or they are struggling to manage the behaviour of pupils with whom they are working, they should alert a member of staff immediately. Behaviour management is the responsibility of school staff. Volunteers should not attempt to reprimand pupils or issue sanctions.
- A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. However, adults must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image. Clothing and footwear must be safe and clean and take account of health and safety considerations. Adults must ensure they are dress in ways that are appropriate to their role and not likely to

be viewed as offensive, revealing or sexually provocative and specifically should not distract, cause embarrassment or give rise to misunderstanding, should be religious and culturally sensitive and free of any political and otherwise contentious slogans, and not considered to be discriminator.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that mobile phones are not used in the classroom or areas where children are present.
- Ensuring that comments, including those made on social media, do not bring the school into disrepute
- Ensuring that they do not make reference to the school or children in their social media posts
- Volunteers must not accept gifts from, or give gifts to, pupils. The exception is receiving small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- Parent/carer 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.
- If a volunteer is unable to come to school when they are expected/scheduled to be in, they should contact the school office as soon as possible.
- Promoting inclusion, embracing difference and teaching acceptance and respect for everyone as well as reporting any form of discrimination to a member senior staff. To find out more about the school's approach to diversity please read the diversity statement available on the school's website.

## **Safeguarding**

- Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers with regular updates as required.
- If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Volunteers should refrain from physical contact with pupils.
- Volunteers must alert the DSL if they suspect a pupil has developed an infatuation with them, they must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - Exchanging contact information
  - Contacting pupils outside of school, including on social media
  - Arranging to meet pupils outside of school
- Volunteers must not take or share photos of pupils.

## Health and Safety

- It is important that we listen to concerns raised by staff. Please raise concerns with a member of staff however large or small.
- It is everyone's responsibility to report Health and Safety concerns to ensure the safety of everyone within the school.
- Volunteers must abide by the Trust and School's Health and Safety and First Aid policies. Volunteers are not required to administer first aid or intimate care, please notify a member of staff if this is necessary
- Volunteers must be familiar with the school's fire safety and emergency evacuation and lockdown procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

I have read the above code of conduct for The xxxx School, and I agree to follow the code during my time at the school.

Printed Name: .....

Signed: .....

## Appendix 2 Code of Conduct

### Code of Conduct for all members of Kennett Primary School Fundraising Association (KFA)

All volunteers within the Staploe Education Trust must have read and understood the **Code of Conduct for All Adults** and accepted their responsibilities to safeguard children as set out by Keeping Children Safe In Education (KCSIE).

The Code of Conduct for All Adults sets out the professional standards expected and the duty upon adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement.

Any parent or guardian of a pupil currently attending Kennett Primary School and all members of staff are deemed to be '**members**' of the KFA. All elected members who attend meetings and are involved in the 'running' of the KFA are deemed to be '**committee members**'. This Code of Conduct binds both committee and non-committee members of Kennett Primary School's Fundraising Association.

These guidelines describe the basic expectations for behaviour and the importance for all **committee members** to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document. In order for the KFA to function successfully it is essential that all **committee members** agree to follow these guidelines while acting in association with the KFA.

The KFA Code of Conduct will be reviewed at least once a year at the AGM where any additions can be suggested if necessary, these additions will be considered by the Trust's Executive Headteacher.

1. All committee members and non-committee members of the KFA must comply with the requirements of the Code of Conduct for All Adults and the KFA Code of Conduct.
2. All committee members and non-committee members of the KFA should comply with the school's Safeguarding policy, Health and Safety policy, First Aid policy and Premises Hire policy when engaged in KFA activity.
3. All work done on behalf of the KFA is voluntary and is done for no personal gain. (Genuine KFA expenses will be reimbursed subject to a valid VAT receipt and approval.)
4. All committee members will act in the best interests of the KFA and the school, with the vested interest in enhancing the school for all pupils.
5. All committee members will be encouraged to make relevant and positive contributions to any meetings they attend.
6. All committee members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and communicate calmly, clearly and responsibly. This responsibility includes communications in person and via any agreed form of technology.
7. The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee



may from time to time consult with the wider membership, however the committee's decision is final.

8. All committee members will respect the decisions of the committee, even if that decision is at odds with their own decision.
9. All committee members must respect the privacy of school staff, children and that of other members as they carry out KFA activities. School and personal property should also be respected.
10. All committee members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/carers, is confined to the meeting, attended only by elected committee members. (Names will be redacted in minutes, if necessary.)
11. The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
12. All paperwork and assets relating to the KFA are the property of the KFA, and not that of the individual. When leaving the KFA, a member should return any relevant paperwork or assets to the KFA Committee.
13. Any parents or carers that wish to be elected for the core committee at the AGM must notify the KFA chair and/or the Headteacher at least 48 hours before the AGM.

### **Dealing with concerns or breaches of the Code of Conduct**

All 'members' are entitled to raise concerns about any breach of this Code of Conduct, concerns about safeguarding or any other aspect of an individual's behaviour in relation to any KFA activity.

Any concerns must be brought to the attention of the KFA Chair and the school Headteacher, at the earliest possible opportunity. This is because the Headteacher has responsibilities for their school which include the conduct of volunteers. If the concern is about the Chair of the KFA, the concern should be shared with the KFA Vice Chair and the school Headteacher.

The KFA Chair, Vice Chair or Headteacher will investigate such concerns. The individual causing concern will be made aware of the concerns and their views will be included as part of their investigation.

Should it be deemed that any member has disregarded this Code of Conduct, or their actions have brought the KFA or the school into disrepute, the Staploe Education Trust's Process for Management of Concerns over the Conduct of Volunteers will be followed.

In the event of a committee member being removed, then the constitution guidelines will be followed.

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I have read the above code of conduct for Kennett Primary School's Fundraising Association, and I agree to follow the code during my time on the KFA committee.

Printed Name: .....

Signed: .....

Date: .....

## Code of Conduct: For all members of the Friends of Soham Village College (PTA)

All volunteers within the Staploe Education Trust must have read and understood the [Code of Conduct for All Adults](#) and accepted their responsibilities to safeguard children as set out by KCSIE.

The Code of Conduct for All Adults sets out the professional standards expected and the duty upon adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and students and behaviour by adults that demonstrates integrity, maturity and good judgement.

Any parent or guardian of a student currently attending Soham Village College and all members of staff are deemed to be '**members**' of the Friends of Soham Village College (FoSVC). All elected members who attend meetings and are involved in the 'running' of the FoSVC are deemed to be '**committee members**'. This Code of Conduct binds both committee and non-committee members.

These guidelines describe the basic expectations for behaviour and the importance for all **committee members** to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document. In order for the FoSVC to function successfully it is essential that all **committee members** agree to follow these guidelines while acting in association with the FoSVC.

The FoSVC Code of Conduct will be reviewed at least once a year at the AGM where any changes can be suggested if necessary, these changes will be considered by the Executive Headteacher.

1. All committee members and non-committee members of the FoSVC must comply with the requirements of the Code of Conduct for All Adults.
2. All committee members and non-committee members of the FoSVC should comply with the school's Safeguarding policy, Health and Safety policy, First Aid policy and Premises Hire policy when engaged in FoSVC activity.
3. All work done on behalf of the FoSVC is voluntary and is done for no personal gain. (Genuine FoSVC expenses will be reimbursed subject to a valid receipt and approval.)
4. All committee members will act in the best interests of the FoSVC and the school, with the vested interest in enhancing the school experience for all pupils.
5. All committee members will be encouraged to make relevant and positive contributions to any meetings they attend.
6. All committee members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and communicate calmly, clearly and responsibly. This responsibility includes communications in person and via any agreed form of technology.
7. The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
8. All committee members will respect the decisions of the committee, even if that decision is at odds with their own decision.

9. All committee members must respect the privacy of school staff, children and that of other members as they carry out FoSVC activities. School and personal property should also be respected.
10. All committee members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, students or parents / guardians, is confined to the meeting, attended only by elected committee members. (Names will be redacted in minutes, if necessary.)
11. The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
12. All paperwork and assets relating to the FoSVC are the property of the FoSVC, and not that of the individual. When leaving the FoSVC, a member should return any relevant paperwork or assets to the FoSVC Committee.
13. Any parents or carers that wish to be elected for the core committee at the AGM must notify the FoSVC chair and/or the link Assistant Headteacher at least 48 hours before the AGM.

### **Dealing with concerns or breaches of the Code of Conduct**

All 'members' are entitled to raise concerns about any breach of this Code of Conduct, concerns about safeguarding or any other aspect of an individual's behaviour in relation to any FoSVC activity.

Any concerns must be brought to the attention of the FoSVC Chair and the staff member on the committee in the role of school liaison, at the earliest possible opportunity. This is because the responsibilities of the school includes the conduct of volunteers associated with it. If the concern is about the chair of the FoSVC, the concern should be shared with the FoSVC Vice Chair and the staff member on the committee in the role of school liaison.

The FoSVC Chair, Vice Chair or staff member on the committee in the role of school liaison will investigate such concerns. The individual causing concern will be made aware of the concerns and their views will be included as part of their investigation.

Should it be deemed that any member has disregarded this Code of Conduct, or their actions have brought the FoSVC or the school into disrepute, the Staploe Education Trust's Process for Management of Concerns over the Conduct of Volunteers will be followed.

In the event of a committee member being removed, then the constitution guidelines will be followed.

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I have read the above code of conduct for Friends of Soham Village College, and I agree to follow the code during my time on the FoSVC committee.

Printed Name: .....

Signed: .....

Date: .....

## Code of Conduct for The Shade Primary School's Parent - Teacher Association (PTA)

All volunteers within the Staploe Education Trust must have read and understood the **Code of Conduct for All Adults** and accepted their responsibilities to safeguard children as set out by Keeping Children Safe In Education (KCSIE).

The Code of Conduct for All Adults sets out the professional standards expected and the duty upon adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement.

Any parent or guardian of a pupil currently attending The Shade Primary School and all members of staff are deemed to be '**members**' of the PTA. All elected members who attend meetings and are involved in the 'running' of the PTA are deemed to be '**committee members**'. This Code of Conduct binds both committee and non-committee members of The Shade Primary School's PTA.

These guidelines describe the basic expectations for behaviour and the importance for all **committee members** to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document. In order for the PTA to function successfully it is essential that all **committee members** agree to follow these guidelines while acting in association with the PTA.

The PTA Code of Conduct will be reviewed at least once a year at the AGM where any changes can be suggested if necessary, these changes will be reviewed by the Executive Headteacher.

1. All committee members and non-committee members of the PTA must comply with the requirements of the Code of Conduct for All Adults and the PTA Code of Conduct
2. All committee members and non-committee members of the PTA should comply with the school's Safeguarding policy, Health and Safety policy, First Aid policy and Premises Hire policy when engaged in PTA activity.
3. All work done on behalf of the PTA is voluntary and is done for no personal gain. (Genuine PTA expenses will be reimbursed subject to a valid VAT receipt and approval.)
4. All committee members will act in the best interests of the PTA and the school, with the vested interest in enhancing the school for all pupils.
5. All committee members will be encouraged to make relevant and positive contributions to any meetings they attend.
6. All committee members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and communicate calmly, clearly and responsibly. This responsibility includes communications in person and via any agreed form of technology.
7. The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
8. All committee members will respect the decisions of the committee, even if that decision is at odds with their own decision.

9. All committee members must respect the privacy of school staff, children and that of other members as they carry out PTA activities. School and personal property should also be respected.
10. All committee members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/carers, is confined to the meeting, attended only by elected committee members. (Names will be redacted in minutes, if necessary.)
11. The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
12. All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA, a member should return any relevant paperwork or assets to the PTA Committee.
13. The PTA should have a sufficient amount of first aid trained members in order to cover PTA run events. This training should be agreed by the Trust.
14. Any parents or carers that wish to be elected for the core committee at the AGM must notify the PTA chair and/or the Headteacher at least 48 hours before the AGM.

### **Dealing with concerns or breaches of the Code of Conduct**

All 'members' are entitled to raise concerns about any breach of this Code of Conduct, concerns about safeguarding or any other aspect of an individual's behaviour in relation to any PTA activity.

Any concerns must be brought to the attention of the PTA Chair and the school Headteacher, at the earliest possible opportunity. This is because the Headteacher has responsibilities for their school which include the conduct of volunteers. If the concern is about the Chair of the PTA, the concern should be shared with the PTA Vice Chair and the school Headteacher.

The PTA Chair, Vice Chair or Headteacher will investigate such concerns. The individual causing concern will be made aware of the concerns and their views will be included as part of their investigation.

Should it be deemed that any member has disregarded this Code of Conduct, or their actions have brought the PTA or the school into disrepute, the Staploe Education Trust's Process for Management of Concerns over the Conduct of Volunteers will be followed.

In the event of a committee member being removed, then the constitution guidelines will be followed.

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I have read the above code of conduct for The Shade Primary School's Parent-Teacher Association, and I agree to follow the code during my time on the PTA committee.

Printed Name: .....

Signed: .....

Date: .....

## Code of Conduct for all members of The Weatheralls Primary School Home and School Association (HSA)

All volunteers within the Staploe Education Trust must have read and understood the **Code of Conduct for All Adults** and accepted their responsibilities to safeguard children as set out by Keeping Children Safe In Education (KCSIE).

The Code of Conduct for All Adults sets out the professional standards expected and the duty upon adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement.

Any parent or guardian of a pupil currently attending The Weatheralls Primary School and all members of staff are deemed to be '**members**' of the HSA. All elected members who attend meetings and are involved in the 'running' of the HSA are deemed to be '**committee members**'. This Code of Conduct binds both committee and non-committee members of The Weatheralls Primary School's Home and School Association.

These guidelines describe the basic expectations for behaviour and the importance for all **committee members** to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document. In order for the HSA to function successfully it is essential that all **committee members** agree to follow these guidelines while acting in association with the HSA.

The HSA Code of Conduct will be reviewed at least once a year at the AGM where any changes can be suggested if necessary, these changes will be considered by the Executive Headteacher.

1. All committee members and non-committee members of the HSA must comply with the requirements of the Code of Conduct for All Adults and the HSA Code of Conduct.
2. All committee members and non-committee members of the HSA should comply with the school's Safeguarding policy, Health and Safety policy, First Aid policy and Premises Hire policy when engaged in HSA activity.
3. All work done on behalf of the HSA is voluntary and is done for no personal gain. (Genuine HSA expenses will be reimbursed subject to a valid VAT receipt and approval.)
4. All committee members will act in the best interests of the HSA and the school, with the vested interest in enhancing the school for all pupils.
5. All committee members will be encouraged to make relevant and positive contributions to any meetings they attend.
6. All committee members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and communicate calmly, clearly and responsibly. This responsibility includes communications in person and via any agreed form of technology.
7. The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
8. All committee members will respect the decisions of the committee, even if that decision is at odds with their own decision.

9. All committee members must respect the privacy of school staff, children and that of other members as they carry out HSA activities. School and personal property should also be respected.
10. All committee members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/carers, is confined to the meeting, attended only by elected committee members. (Names will be redacted in minutes, if necessary.)
11. The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
12. All paperwork and assets relating to the HSA are the property of the HSA, and not that of the individual. When leaving the HSA, a member should return any relevant paperwork or assets to the HSA Committee.
13. Any parents or carers that wish to be elected for the core committee at the AGM must notify the HSA chair and/or the Headteacher at least 48 hours before the AGM.

### **Dealing with concerns or breaches of the Code of Conduct**

All 'members' are entitled to raise concerns about any breach of this Code of Conduct, concerns about safeguarding or any other aspect of an individual's behaviour in relation to any HSA activity.

Any concerns must be brought to the attention of the HSA Chair and the school Headteacher, at the earliest possible opportunity. This is because the Headteacher has responsibilities for their school which include the conduct of volunteers. If the concern is about the Chair of the HSA, the concern should be shared with the HSA Vice Chair and the school Headteacher.

The HSA Chair, Vice Chair or Headteacher will investigate such concerns. The individual causing concern will be made aware of the concerns and their views will be included as part of their investigation.

Should it be deemed that any member has disregarded this Code of Conduct, or their actions have brought the HSA or the school into disrepute, the Staploe Education Trust's Process for Management of Concerns over the Conduct of Volunteers will be followed.

In the event of a committee member being removed, then the constitution guidelines will be followed.

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I have read the above code of conduct for The Weatheralls Primary School's Home and School Association, and I agree to follow the code during my time on the HSA committee.

Printed Name: .....

Signed: .....

Date: .....

## **Appendix 3 Code of Conduct for all involved in Governance**

### **Code of Conduct for the Staploe Education Trust**

This code sets out the expectations on and commitment required from everyone involved in governance roles within The Staploe Education Trust. This includes Members of the Trust, Trustees and members of our committees and advisory bodies. This ensures that the Trust can properly carry out its work within the schools and the community.

This Code of Conduct covers the academies of Kennett Primary School, The Shade Primary School - Soham, The Weatheralls Primary School - Soham and Soham Village College.

The Trust Board will update and re-adopt the code annually at the last Trust Board meeting of the academic year at which point the Chair will sign the code on behalf of the Trust Board and its sub-committees.

Our conduct is underpinned by the Nolan Principles of Public Life (Appendix A)

#### **The Trust Board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the academies within the Trust.
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Executive Headteacher
- Monitoring progress towards targets
- Performance managing the Executive Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

#### **As individuals on the board we agree to the following:**

##### **Role & Responsibilities**

- We understand the purpose of the Trust Board and the role of the Executive Headteacher.
- We accept that we have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trust Board and/or School Advisory Body when we have been specifically authorised to do so.



- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak publicly against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school(s). Our actions within the school(s) and the local community will reflect this.
- In making or responding to criticism or complaints affecting the Trust or one of its schools we will follow the procedures established by the Trust Board and will refer to the Trusts 'complaint's procedure' for the correct procedure to be followed and advise the complainant accordingly.
- We will actively support and challenge the Executive Headteacher, Headteacher(s) and Operations Director.
- We shall uphold the highest standards of financial probity and assurance in our capacity as Members, Trustees and members of our committees and advisory bodies.
- We shall act at all times in our personal, professional and governance capacities to safeguard the wellbeing of children and young people.

### **Commitment**

- We acknowledge that accepting office as a Member, Trustee and/or member of a School Advisory Body involves the commitment of a significant amount of time and energy.
- We will each involve ourselves actively in the work of the Trust Board and/or School Advisory Body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend provide an explanation in advance of the meeting to avoid potential forced cessation of office.
- We will complete all statutory documentation within the required timescales.
- We will get to know the school(s) we serve well and respond to opportunities to involve ourselves in school activities.
- We will visit the school(s), with all visits to each school arranged in advance with the staff and undertaken within the framework established by the School Advisory Body and agreed with the Executive Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We will complete all statutory training within the required timescales.
- We will not use our position as a Member, Trustee and/or School Advisory Body member to pursue personal agendas.

As a member of the School Advisory Body we will adhere to the Terms of Reference for the School Advisory Body which is reviewed annually and a copy will be provided to us with the signing of this document.

We will refer to and follow the rules set out in the Governors Handbook.

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Members, Trustees and members of the School Advisory Body`s.
- All members of the School Advisory Body have equal status in their School Advisory Body. Although members are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
- We will support the chairs in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Members, Trustees and members of the School Advisory Body`s in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Executive Headteacher, Headteacher(s), Operations Director, staff and parents, the local authority and other relevant agencies and the community.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding the Trust and school business arise outside any form of governance meeting.
- We will not reveal the details of any vote.

## **Conflicts of Interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Trust Board and School Advisory Body`s business in the Register of Business Interests, and we will review and reconfirm any interests on an annual basis within agreed timescales and in line with procedures as set out by the Trust Board. If any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will declare any interests pertinent to agenda items, including any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the School Advisory Body. Issues concerning individual pupils will be addressed within each school`s standard procedure.

## **Code Non-Compliance**

- A Complaints policy operates to cover allegations against Members, Trustees or members of our committees and Advisory Bodies that appear to breach the spirit of the code or specific conditions of service.
- Non-compliance with this Code of Conduct may result in action being taken in line with the Complaints policy.
- If we believe this code has been breached, we will raise this issue with the chair of the Trust and the chair will investigate (or appoint another Trustee to investigate). Should it be the chair

who appears to have breached this code, a Trustee from another Trust will sought to investigate.

- The Trust Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Investigations will be carried out with due regard to policies.

## **Appendix A: The Seven Principles of Public Life**

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

## Appendix B: Disqualifications

Trustees and members of School Advisory Bodies will be disqualified from holding or continuing to hold office as trustee or governing committee member, on the following grounds:

- They are under the age of 18;
- They are currently a pupil at the school;
- They have failed to attend meetings within a six-month period without apologies being accepted by the Trustees;
- They have failed to complete statutory training within the prescribed timescales set by the Trust Board;
- They are subject to a bankruptcy restrictions order or interim order; interim bankruptcy restriction order; a debt relief restrictions order; an interim debt relief restrictions order; or they have been declared bankrupt and/or their estate has been repossessed for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced;
- They have been disqualified as a Company Director or failed to make a payment under a county court administration order;
- They have been disqualified as a charity Trustee; found to be unsuitable by the Secretary of State; or ceases to be a Trustee under any provision in the Companies Act 2006;
- They have been removed as a charity Trustee on the ground of misconduct or mismanagement;
- They have been convicted of any criminal offence except for those 'spent' under the Rehabilitation of Offenders Act 1974, or those for which the maximum sentence is a fine or lesser sentence unless they have been convicted of an offence outlined in Section 178 of the Companies Act 2011;
- They have not provided an enhanced Disclosure and Barring Service (DBS) check to the Chair; or where they have, the Chair, Executive Headteacher or Headteacher or Secretary of State determines that their unsuitability to work with children renders them disqualified;
- They become incapable by reason of illness or injury of managing or administering his own affairs.

A disqualified person must give written notice of their disqualification to the Governance Professional whether or not they are currently in office, or due to be appointed.

Adopted annually at the first meeting of the School Advisory Body in the Staploe Education Trust or on those occasions where the document has been amended in any way.

Adopted by the Trust Board on 31 January 2023.

### Undertaking:

**Name:** .....

**Role:** .....

### Member of The Company/Trustee/Committee or Advisory Body member

I will always have the wellbeing of the pupils and the reputation of the school(s) and the Trust at heart; I will do all I can to be an ambassador for the Trust, publicly supporting its aims, values and ethos.

Signed.....

Printed Name .....

Date.....

In this document, Trustees are the Charity Trustees.

## **Appendix 4 Process for Management of Concerns over the Conduct of Volunteers in governance or Parent/Teacher Associations**

Volunteers, for the purpose of this process, is a term used to describe any individual involved in volunteering in school, governance or members of the Parent Teacher Association of a school.

### **Volunteers Working with Children in our Schools**

Volunteers in schools are subject to the Code of Conduct for all Adults.

Concerns about volunteers who work within our schools in non-committee roles will be dealt with by the Headteacher. If the matter concerns safeguarding or might be criminal, they will refer to the Local Authority Designated Officer (LADO) or police for advice in the first instance. The Headteacher will ensure any concerns are properly investigated, including hearing from the volunteer.

The outcomes will be one of:

- No further action
- A final warning following risk assessment
- The removal of the volunteer

The decision will be sent to the volunteer concerned within 3 working days.

The decision is final. There is no appeal.

### **Volunteers in Governance or Parent/Teacher Associations**

This process is designed to provide clarity for the management of concerns about individuals who have association with the schools/Trust in a voluntary capacity. These are described henceforth simply as volunteers. They are not employees and so are not subject to personnel policies. However, there might be occasions when there is concern that an individual has breached the Code of Conduct for those involved in our governance, or a Parent Teacher Association, or otherwise risked or caused harm to a school or the Trust.

It is expected that concerns would be brought to the Chair of the Trust, Advisory Body or PTA. Where concerns are raised about a Chair, the matter will normally be raised with the Vice Chair.

It is expected that any concerns about volunteers will be shared with the Headteacher (in the case of an Advisory Body or PTA) or with the Executive Headteacher and Governance Professional if the matter concerns a Trustee or Member. This is because Headteachers and senior staff have responsibilities for their school which include the conduct of volunteers.

The Chair (or Vice Chair if concern is about the Chair) and Headteacher should consider the concern. If the matter concerns safeguarding or might be criminal, they will refer to the LADO or police for advice in the first instance, following this process only when any external investigation is complete. Otherwise, they should speak to the volunteer concerned to make them aware of the concerns and to seek their viewpoint.

If it seems that there may have been a breach of the Code of Conduct, the volunteer should be informed of this. They might choose to resign. If they do not feel it is appropriate to step down, the individual concerned should be invited to a meeting with a panel of 3 governors (in case of an Advisory Body) or 3 committee members (in case of a PTA), or 3 Trustees (in case of the Trust Board).

A letter outlining the concern should be sent to the volunteer in advance of the meeting. The volunteer should be invited to bring a friend or relative with them for support. Should the volunteer not respond or refuse to attend a meeting, the meeting will proceed in their absence.

At the meeting, the concern which has been raised will be outlined by the Chair or their representative and the volunteer concerned will be given an opportunity to respond.

The panel will then meet and come to a decision, which will be one of:

- No further action
- A final warning following risk assessment
- The removal of the volunteer from the committee. In the case of a Trustee, the matter must be referred to the Members whether the power to appoint and remove a Trustee sits.

The decision will be sent to the volunteer concerned within 3 working days.

The decision is final. There is no appeal.

## Appendix 5 Volunteer / Work Experience Application Form

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, including volunteers, to share this commitment.

School for which application is made .....

Personal Details	
Name:	
Date of birth:	
Email address:	
Telephone number:	
Home address:	
Postcode:	

Interest in Volunteering	
Why would you like to volunteer?	
Do you have any relevant qualifications?	



**How often would you like to volunteer in school? Please tick/circle:**

1x Week	2x Week	For one week	For two weeks	Other
---------	---------	--------------	---------------	-------

**What days and times are you available? Please tick/circle:**

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

**What days and times are you available? Please tick/circle:**

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

**What year groups would you prefer? Please tick/circle:**

Reception	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
4-5 years old	5-6 years old	6-7 years old	7-8 years old	8-9 years old	9-10 years old	10-11 years old
Subject / faculty if secondary						

**Please note that the school may not be able to accommodate all preferences.**

### Qualifications & Experience

<p>Do you have experience working as a volunteer, especially with children?</p> <p>If yes, please include details in the box below.</p>	
<p>Do you have any relevant qualifications?</p>	

### Current/Most Recent Employment

<p>Name, address of employer</p>	
<p>Job title</p>	

<i>Please enclose a copy of the job description, if possible</i>	
Date appointed to current post	
Current salary	
Date available to begin new job / leaving date	

**Full Chronological History**

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or part-time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	


Please enclose a continuation sheet if necessary

**Secondary Education and Qualifications (e.g. GCSE)**

Name of school/college	From (MM/YYYY)	To (MM/YYYY)	Qualification (i.e. A Level, GCSE), subject and grade

**Further or Higher Education**

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates (MM/YYYY)		Full or part-time	Qualifications obtained
	From	To		

As part of our commitment to safeguarding you will be required to complete an application form, giving details of two people (not friends or relatives) that we can contact for references, and you will also need to undergo an Enhanced DBS check. Once the application form is returned our Trust HR department will deal with these checks, and will contact you directly.

Please contact HR if you have any questions – [HR@staploeducationtrust.org.uk](mailto:HR@staploeducationtrust.org.uk)

References	
Name:	
Professional relationship to you:	
Address and postcode:	
Telephone number:	
Email address:	

References	
Name:	
Professional relationship to you:	
Address and postcode:	
Telephone number:	
Email address:	

## DISABILITY AND ACCESSIBILITY

The Staploe Education Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Signed:..... Date:.....