

*Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**VOLUNTEER WORKERS IN SCHOOL – CODE OF**  
**CONDUCT AND LINCOLNSHIRE SCHEME OF**  
**INDEMNITY - Procedure**

THIS DOCUMENT MUST BE READ AND SIGNED BY ALL VOLUNTEER  
WORKERS AT WINCHELSEA PRIMARY SCHOOL

## **Part 1: Introduction**

Thank you for offering to be a volunteer worker within Winchelsea Primary School.

We hope that the time you spend with us is both rewarding and enjoyable. In order to enable you to understand the ethos of our school, we have listed below our Code of Conduct, together with the Lincolnshire County Council Scheme of Indemnity.

If you should require clarification on any of the following, please do not hesitate to ask a senior member of staff.

Please be aware that as a volunteer worker in Winchelsea Primary School you will be subject to a Disclosure and Barring Service (DBS) check. As a volunteer you are not able to request your own enhanced check, so the school will request the check on your behalf but you (the volunteer) will be liable for any associated costs.

## **Part 2: Code of conduct**

- As a volunteer worker you must respect the Winchelsea Primary School code of confidentiality and not discuss the needs/situation of individual or groups of children except with the school staff and never out of school.
- If there is an incident where the child(ren) need(s) adult intervention, please inform a member of staff who will either advise you of procedure or deal with the situation.
- Health and safety is a whole school responsibility. Please seek advice from a staff member if you are unsure of any health and safety requirement.
- If you require additional direction on any task given to you, please ask the class teacher who will be willing to assist.

## **Part 3: Lincolnshire County Council – Scheme of Indemnity**

As part of the authorisation process the County Council will, subject to the exceptions set out below, indemnify authorised volunteers against all claims (including the payment of costs) made against them, and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to its volunteers under any policy of insurance taken out by the County Council, or any motor vehicle insurance policy taken out by the volunteer) occasioned by any neglect, act, error or omission committed by volunteers in or about the pursuit of their duties on behalf of the County Council whilst acting as authorised volunteers.

The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- (i) fraud, dishonesty or criminal offence on the part of the volunteer;

- (ii) any neglect, error or omission by the volunteer otherwise than in the course of his/her authorised activities as a volunteer;
- (iii) liability in respect of surcharges made by the County Council's auditors.

The indemnity will not apply if a volunteer, without the written authority of the County Council, admits liability or negotiates, or attempts to negotiate, a settlement of any claim falling within the scope of this indemnity.

We realise that these provisions are written in legalistic terms, but simply put they mean that you will be indemnified against claims, other than the exceptions mentioned, as long as you do not admit liability or negotiate, or try to negotiate, a settlement.

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Your help is extremely valuable to both the children and staff at Winchelsea Primary School and we appreciate the time that you are with us. If you should have any queries, or require clarification on the above or any other matter, please do not hesitate to speak to a senior member of staff.

Once you have read the above, please complete and return the attached declaration to the school office.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_

## VOLUNTEER WORKERS IN SCHOOL

### DECLARATION

By signing this declaration, I acknowledge that I am authorised to work as a volunteer worker within Winchelsea Primary School and that I understand the provisions of the County Council's scheme of indemnity and Winchelsea Primary School's Code of Conduct as set out above.

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

Print name:- .....

Please return the declaration to the school office.