

Code of Conduct

This code of conduct applies to all staff, trustees, volunteers and anyone working on behalf of Schoolreaders.

**Introduction**

Schoolreaders vision is of a nation where every child reads well. Our mission is to improve literacy across the nation by creating a network of volunteers who listen to children read in their local primary schools.

Schoolreaders recognises its responsibility for safeguarding and promoting the welfare of children and all others who come into contact with the charity. Schoolreaders requires all individuals who are associated with the charity including staff, volunteers and anyone working on behalf of Schoolreaders to share this commitment.

We have set out the expectations we have of our people through this Code, which aims to show you what it means to be part of Schoolreaders. We value and appreciate what you do for our charity and want to inspire the commitment of our people.

 “Our people” in this Code refers to staff, consultants, volunteers and those working under our name and legal status.

**Aim**

We are committed to providing you with a safe, inclusive and collaborative environment.

This Code aims to ensure that we uphold the highest ethical, professional and quality standards in the charity.

We expect our people to:

* be responsible and accountable in the way they perform their role.
* have a sound and up-to-date knowledge of the Charity and its environment by understanding how the organisation works and the environment within which it operates.
* follow and meet the standards in Schoolreaders policies, processes and procedures, including child protection and safeguarding, confidentiality, equal opportunities, health and safety and safer working.
* comply with all applicable UK laws and guidance.
* be fair and treat everyone with respect and dignity.
* communicate in an open and respectful way, whether in person, by phone, writing or digital media.
* observe confidentiality in respect of all information gained through involvement with the Charity.
* declare any financial or personal, interest in matters of official business which may impact on the work of the Charity e.g. contract for goods/services. (This will be done through the annual declaration of interests or at a time when it is relevant) and to manage any conflicts of interest according to our internal process.
* not say or do anything which brings, or is likely to bring, Schoolreaders into disrepute or have a negative impact on Schoolreaders or its reputation.