

One Page - Code of Conduct for all Staff and Volunteers

Introduction

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to **safeguard** both adults and pupils. It refers to and complements other policies and guidance in our school, including the School's Child Protection Policy, Behaviour Policy and "Guidance for Safer working Practice for Adults who work with Children and Young People in Education Settings".

Always remember that while you are caring for other people's children, you are in a position of **trust** and your responsibilities to them and the organisation must be uppermost in your mind at all times. The child's welfare is paramount (Children Act 1989) and DfE guidance "Keeping Children Safe in Education" is essential for all staff and volunteers.

Do not:

Discriminate favourably or unfavourably towards any child

Use any kind of physical punishment

Smoke, use non-prescribed drugs or be under the influence of alcohol whilst caring for children

Behave in a way that may frighten or demean any child

Use any racist, sexist, discriminatory or offensive language

Invite a child to your home or arrange to see them outside the set activity times

Engage in any sexual activity (this includes using sexualised language) with a child you meet through your duties or start a personal relationship with them – this would be an abuse of trust

Engage in rough or physical games – including horseplay

Let allegations made by a child go unchallenged, unrecorded or not acted upon

Rely upon good nature to protect you or believe "it could never happen to me." (never put yourself in a position that could be misinterpreted)

Give children presents or personal items (unless an item given in your professional capacity, e.g. the custom of giving an end of year present)

Accept a child as a friend on any social media site

Make any comment on social media sites which could lead to criticism of the school

Post pictures of children on any social media site

Use your personal electronic devices to take photographs of children

Do:

Be familiar with and work in accordance with all of the school's policies.

Provide a good example and be a positive role model to pupils

Ensure that your relationship with pupils remains on a professional footing

Behave in a mature, respectful, safe, fair and considered manner

Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another colleague or volunteer knows what you are doing and where you are

Ensure that any physical contact is initiated by the child's needs, e.g. for a hug when upset.

Prompt children to carry out personal care themselves and if intimate care is needed ensure 2 adults are present.

Talk to children about their right to be kept safe from harm

Listen to children (be approachable) and take every opportunity to raise their self-esteem

Work as a team with your colleagues / volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it

Remember that if you have to speak to a child about their behaviour, you are challenging 'what they did', not 'who they are' (label the act, not the child)

Make sure you are up to date with identifying child protection issues and report any concerns to the designated member of staff for safeguarding children

Be clear with anyone disclosing any matter that could concern the safety and well-being of a child that you cannot guarantee to keep this information to yourself

Be friendly but NOT 'a friend'

Offer alternative changing arrangements and respect a child's privacy (especially age 9+)

Ensure that all communication (including online, social media and email) are professional in nature.



Broad Chalke CE VA Primary School

Handbook

Work Experience

Placements

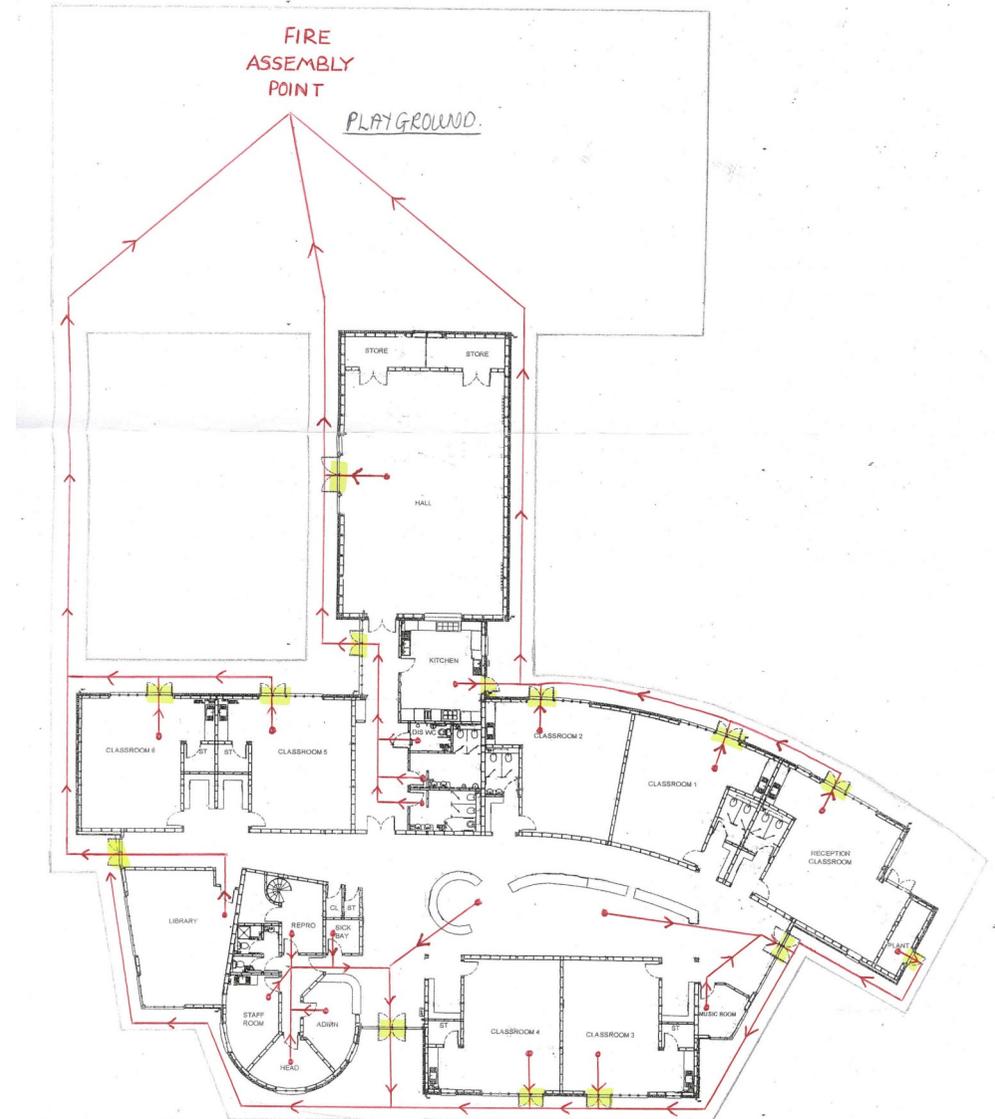
School Plan

(Showing all evacuation routes to the Fire Assembly Point)

INDEX

Page

- 1 Introduction
- 2 Aims of Broad Chalke Primary School
- 3 Job Description
- 4 Work Experience Information
- 5 Work Experience Information
- 6 Emergency Procedures
- 7 Lesson Times
- 8 Child Protection
- 9 Plan of the school
- 10 One page Code of Conduct



Broad Chalke Primary School

A guide for students and work experience placements

Safeguarding Policy

The Designated Safeguarding Lead at Broad Chalke Primary School is Mrs Amanda Brockway and Mr Jez Howell is Deputy Safeguarding Lead. If you are at all concerned about any pupil at Broad Chalke School then do not hesitate to contact Mrs Brockway or Mr Howell. It is better to be safe than sorry.

Schools now have a further duty to look out for children at risk of:

- Radicalisation by extremist views, this is called the 'Prevent Duty'.
- Child Sexual Exploitation
- Female Genital Mutilation

If you have any concerns about a child, please speak to Mrs Brockway or Mr Howell.

Please see our Child Protection Policy available on our school website www.broadchalke.wilts.sch.uk

Welcome to Broad Chalke Primary School

I hope you settle into our school and feel part of the community here. The school has a long running tradition of welcoming students and work experience pupils on placement, and I hope you will enjoy working here.

This booklet is designed to give you some important guidelines to help you settle in quickly and play your part in the school. Much more information is available in the staff handbook and by asking members of staff. If at any time you are not sure what you should do, please ask. I welcome contact with all staff and members of the school and I look forward to greeting you personally when you visit the school.

Best Wishes



Amanda Brockway

Headteacher

MISSION STATEMENT

'With the love of God we learn, care, grow and share.'

VISION

Our shared vision is that every child who leaves this school will have had a high quality education and gained the skills to become a life-long learner; they will have developed values, based on Christian ethics, which will inspire them to play a valuable part in their personal, family and community life.

SCHOOL AIM

To provide a secure, happy and nurturing environment in which children develop their self-confidence and are challenged to fulfil their potential underpinned by an understanding of the Christian faith and their own personal values as well as a respect for other faiths and cultures.

OBJECTIVES

1. To enjoy school life, making the most of all opportunities and having fun!
2. To value every child for their own unique gifts.
3. To provide a broad, balanced and creative curriculum which inspires all children to achieve their full academic potential.
4. To develop lively and enquiring minds so that children embrace new challenges and opportunities with confidence.
5. To equip children with the inter-personal and technological skills they will need to be successful in later life.
6. To help children to understand the need to adopt a healthy lifestyle: eating healthily, being active and developing emotional well-being.
7. To enable children to understand the world in which they live and the positive impact they can have on the local community, the environment and society in general.
10. To provide opportunities for everyone to actively contribute and become involved in the school's future direction and development.

The School Day

Times	KS1	KS2
8:50 - 8:55	Arrive	Arrive
8:55 - 9:00	Lead in	Lead in
9:00 - 9:10	Registration	Registration
9:10 - 9:30	Collective Worship	Collective Worship
9:30 - 10:45	Lesson 1	Lesson 1
10:45 - 11:00	Break	Break
11:00 - 12:15	Lesson 2	Lesson 2
12:15 - 1:15	Lunch and play	Lunch and play
1:15 - 1:20	Registration	Registration
1:20 - 1:45	Lesson 3	Lesson 3
1:45 - 3:00	Lesson 4 <i>Play - KS1 only 2:15 - 2:30</i>	Lesson 4
3:00 - 3:15	Story KS1 only	Lesson 4 continued

Emergency Evacuation Procedures

Students on Placement

1. Stop what you are doing immediately.
2. Leave the building without delay.
3. Walk in silence to the main playground (Assembly Area).

PUPILS

1. Stop what you are doing immediately.
2. Leave the building without delay.
3. Walk in silence to the main playground (Assembly Area).
4. Line up in register order in the normal place allotted to your class.
5. Stand in silence and wait until you are dismissed.

**THE MOST IMPORTANT THING IS TO
LEAVE THE BUILDING WITHOUT DELAY**

STAFF

1. Registers, visitors' book and all signing in and out books are taken to the Assembly Area by the person at Reception (the class teacher will bring the register if it is still in the classroom at the time of evacuation i.e. during registration).
2. In the absence of a Class teacher any member of staff may be asked to check a register.
3. Immediately the class is checked the registers must be returned to the office staff and any pupils not accounted for should be reported to the Headteacher.

Job Description - Work Experience Student on placement

Your job is to assist staff at school. This may involve you working with a group of pupils in a classroom under teacher supervision or helping an individual child with a task.

You may be asked to help with clerical tasks as staff have to photocopy or carry out other administrative tasks which aid the smooth running of the classroom and school.

You are asked to attend the full school day - from 8:30am to 3:30pm.

Please read the list of requirements which will help you make the most of your placement at our school. Staff will welcome you but you need to be sensitive to the demands of school life here.

Work Experience Information

Dress

You are here in a formal setting as a teaching assistant. Please wear appropriate clothes; smart trousers or skirt and a shirt or blouse. Please do not wear anything too casual or T shirts with slogans etc. Shoes should be suitable for work, but trainers are fine for PE lessons. If you are helping with sports you will need a full sports kit.

Timings

Please arrive by 8:30am so that staff can direct you to tasks before school registration at 9:00am. Lunch is from 12:15 to 1:15pm and you may bring a packed lunch or order and pay for a cooked lunch.

Please sign in and out at Reception each day and wear the badge given.

Confidentiality

Please remember that you are an assistant for your time here. Do not talk about pupils or staff to others in a critical way although of course you may raise any concerns you have. We may have some pupils who find work difficult - please be sensitive to their needs and assist them tactfully. Do not discuss children or staff out of school or on social networking sites.

Tasks

You may be asked to assist teachers with a variety of activities. You must not be left with pupils on your own. You may be asked to hear readers, put up displays, tidy an area, hunt for lost property, do administrative work - all of these jobs are vital and a part of a teachers' work.

Behaviour

Pupils are expected to be polite and helpful towards you. Please do not allow pupils to be cheeky or use inappropriate language to you. Please inform staff at once if you consider there are any problems which need to be rectified.

Please ensure that you avoid any words which are unsuitable for children.

General

At times staff are very busy or are in meetings, seeing parents etc. Please use your initiative if you find that a teacher is very busy e.g. offer to tidy a bookcase or hear some readers, wash up paint pots or put away sports equipment. Do not talk to pupils while the teacher is talking to the class. Try to look interested and be positive in lessons, as pupils will look to you as a role model.

Children often love to meet new people and may want to be affectionate. Please be friendly but avoid any physical contact. Do not be too familiar. Ensure that you and the pupils have the right relationship and avoid any misunderstandings.

Health and Safety

Teachers often have to move equipment etc. but ensure that you are safe and do not lift anything too heavy. If in doubt ask or check first - do not be afraid to say no if you are unhappy about a task set.

Do not stand on chairs or tables to display items, only use a safety step. If you see anything risky or which you feel is dangerous, e.g. wet floor, please report it to someone. No-one will mind and people will be pleased that you are being thoughtful.

Please do not run in school; it is against school rules and you may fall over or knock into someone.

Fire Drill

If you hear the fire bell leave the building by the nearest marked exit and make your way to the playground.

First Aid

If a pupil needs First Aid ask a member of staff to contact one of our First Aid Staff. Please let us know if you have any medical conditions which our First Aid staff need to know about in case of emergencies.

Safeguarding and Child Protection

Please read the information about Child Protection on display in the staff room titled 'What to do if you are worried that a child is being abused or neglected'.