

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 in front of any child
- Use non-prescribed drugs or be under the influence of alcohol
- 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

Do:

- Be familiar with and work in accordance with the school's policies on: Child Protection, Behaviour & Health & Safety
- 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
- Agree with colleagues and volunteers what behaviour is expected 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 wellbeing 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 communications (including online communications on social media or email) are professional in nature.

We have also adopted the MODEL POLICY CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF IN SCHOOLS from the LA (February 2018). Please see policy booklet for full information.