

# Prospect Hill Infant and Nursery School




## Code of Conduct for Adults Helping with School Activities

Agreed By Governors: Autumn Term 2017

Review Date: Autumn Term 2018

Signed: .....  ..... Chair of Governors

Signed: .....  ..... Head Teacher

***Due regard has been given to equality  
legislation when updating this policy***



## **STUDENT / ADULT HELPERS**

### **IN SCHOOL AND ON SCHOOL TRIPS**

#### **Code of Conduct for Adults Helping with School Activities**

- When helping in school or with activities, you may see and hear information about children and families. Please respect their rights and confidentiality
- To preserve the rights of all children and families to privacy about their personal lives, we expect you to keep all information to yourself.
- Whilst working in school, please treat all children and staff with respect, and do not pass judgements about things you may see or hear. Remember you may not have full information about the situation or understand the context.
- Please do not talk about anything you see or hear in school outside of the building. If you have any concerns, please speak to Mrs Rose
- School will not take any responsibility for valuables brought into school
- If you observe anything of concern please report this to the teacher in charge of the class immediately. Please do not become involved in discipline matters unless there is a danger of a child being seriously hurt
- Please keep all mobile phones switched off or on silent, when you are in school or on a school trip – only use in an emergency (this includes texting)
- When in schools, mobile phones must be stored in staffroom or school office
- No smoking around the school site and also on school trips. This includes e-cigarettes
- When in school, your own medication must be stored in the staff room. Medication must NOT be taken in an area that is frequented by children.
- For safeguarding reasons, please do not enter cloakrooms or children's toilet areas when children are in school.
- Please use the staff toilets in the main reception area.

#### **School Trips**

- I will stay with the teacher in charge of the trip and the rest of the groups
- I will supervise my child and the group I am allocated. I will keep this group with me at all times and ensure I can account for them
- I will not buy/consume drinks, snacks, sweets from the venue for my child or other children
- Coach companies do not allow food/drink to be consumed on the coaches unless it is for medical reasons. I will ensure my group do not eat on the bus
- I will not use my mobile phone throughout the trip (unless it is an emergency)

- Photographs will be taken by staff with school cameras. Do not use your personal cameras/mobile phone cameras
- If a child needs to go to the toilet, please inform a member of staff – do not take them yourself

**I agree to keep this Code of Conduct:**

**Name:** ..... **Signed:** .....

**Name of Child in School:** .....

**Date:** .....

*Updated: September 2017*