



## Code of Conduct 2023 / 2024

### Information leaflet for visitors and volunteers to the school.

This guidance has been produced to help establish the safest possible environment for both children and adults. It aims both to safeguard children and reduce the risk of any false allegations being against those adults interacting with children.

This guidance cannot provide an exhaustive list of what is or what is not, appropriate behaviour. However, it does highlight behaviour that is illegal, inappropriate or inadvisable.

There will be occasions when adults have to make decisions, or take action, which could contravene guidance or where no guidance exists. When working with children, the decisions you make need to be in the best interests of the child and be able to be perceived and judged as responsible.

#### Power and Positions of Trust

As an adult working in, or visiting our school, you are in a position of trust in relation to the children you may come into contact with. You must not use this position in any way that compromises the safety of any child, intimidates, threatens or coerces a child, or promote any kind of relationship that is inappropriate.

#### Confidentiality

Visitors to our school may have access to, or overhear information about pupils that is confidential or sensitive. All adults are expected to treat any such information as confidential and, if they have any concern, they need to discuss them with a member of the Safeguarding Team.

#### Propriety and Behaviour

All adults working around children act as role models for them. It is important therefore that they adopt high standards of personal conduct in order to maintain the respect and confidence of the children.

Visitors to the school are requested to ensure they are dressed decently, safely and appropriately for the tasks they are undertaking within our school.

#### Mobile Phones and Cameras

Personal mobile phones, personal cameras or recording equipment are prohibited from being used to take photographs or videos of children whilst you are on the school premises in the capacity as a volunteer or visitor.

Personal mobile phones or devices should not be used to contact children, young people and their families within, or outside, the setting in a professional capacity.

#### Gifts

There may be times when children wish to pass on small tokens of appreciation to the adults that work with them – especially at Christmas or at the end of the year as a ‘Thank you’. However it is not acceptable to either give, or receive gifts on a regular basis of any significant value.

#### Physical Contact

There are occasions when it is entirely appropriate and proper to have physical contact with children, such as when a distressed child needs comfort or reassurance. You need to be aware at all times that such contact is neither threatening nor intrusive, or could be subject to misinterpretation. It is important that any contact is in the public arena and not behind closed doors. It is not appropriate to indulge in horseplay, tickling or fun fights.

Great care should be taken when trying to move or shepherd children around or in efforts to gain their attention. Children should not be poked or pushed in a particular direction. For your own protection, it is advisable to avoid any physical contact in such situations that might be open to misinterpretation.

If you have any concerns about an incident that has taken place, please talk to someone from our Safeguarding Team.

Physical intervention or restraint should not be used unless you are authorised to do so by the school. However, if there is a danger to children or adults minimum intervention can be used to keep people safe. Please seek immediate assistance from a member of staff who will be able to support you in the decision making progress.

### Emergency Situation

In the event of an emergency you need to send the child to the nearest adult with a 'RED HELP CARD'

### Whistle Blowing

All adults working with schools should be able to voice their concern, made in good faith, without fear of repercussions. Should you have any concerns about something that you have witnessed or seen in school, you must feel free to bring it to the attention of the DSL (Designated Safeguarding Lead) or DDSL (Deputy Designated Safeguarding Lead). This is important if you feel the welfare of a child, or children, to be at risk.

### Child Protection Procedures

All adults who visit the school on a regular basis need to be aware of the schools child protection procedures. There is a separate leaflet that should have been given to you as a volunteer.

### Sexual Contact with Young People

Any sexual behaviour by an adult with or towards children is both inappropriate and illegal.

### One to One Situations

Adults working with children in one-to-one situations may be more vulnerable to allegations. It is therefore in your best interests to avoid working with a child in a remote or secluded area of the school.

### Discrimination

Do not discriminate favourably, or unfavourably, towards any child.

*The information contained within this leaflet is taken from a DfE publication entitled: Guidance for safer working practice for those working with children and young people in education settings 2015.*

### **REMEMBER:-**

- **Confidentiality**
- **Be a good role model**
- **Be consistent**
- **Listen to the children**
- **Everything you say and do effects the children's learning, and influences the way in which they behave**

