



Values Education' is about understanding what is important to us individually, within our families and as a whole school community.

Staff & Volunteers Code of Conduct Policy

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Where possible we offer translation or explanation of written communication. Please contact the school office if you require forms/paperwork in any other format.

Staff & Volunteers Code of Conduct

Members of staff working within an educational setting are accountable for the way in which they protect pupils from discrimination and avoidable harm. Our code of conduct serves to support our duty of care towards all children. Therefore staff:

- will wear clothing which is appropriate to their role and promotes a professional image
- will not make (or encourage others to make) unprofessional personal comments which demean or humiliate
- will not discuss confidential information about pupils or any other staff member
- will only give gifts as part of an agreed reward system or give to all pupils equally
- will not give pupils personal information about themselves such as a mobile phone number or email address
- will not use mobile phones in school – please read the mobile phone policy
- if wearing a Smartwatch, messages must not be read or sent during class time or time with the children. Staff are trusted to be professional and use their device appropriately, if misused they could be subject to disciplinary action
- will not use social media to contact parents or children
- will carefully consider their personal use of social media
- will conduct professional relationships with parents at all times
- will not transport pupils in their car
- will not touch a child in a way which may be considered inappropriate
- will not keep photographs of children on personal cameras, personal computers or mobile phones
- will ensure there is visual access and/or an open door in one to one situations and in the case of intimate care, two to one is mandatory.
- in accordance with our whistleblowing procedures, will report any concern about another member of staff (including supply staff, volunteer, contractor) to the DSL or Deputy DSL. This includes any 'low level concern' that is contrary to this staff code of conduct.
- will not download inappropriate material
- will conduct themselves in a professional manner inside and outside of the workplace
- will keep themselves informed and updated on all policies contained within the 'Safeguarding File' held as a hardcopy in the Staff Room or electronically on the school network.
- will not provide any form of tutoring or babysitting duties for existing pupils
- will adhere to the Social Networking Policy that is issued to all staff

The Class Teacher has responsibility for ensuring that students, newly recruited Teaching Assistants and all volunteers assigned to their class are informed of the child protection procedures.

Signed **Dated**

Name **Position**