

**Whistle blowing:** All adults working at the 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 either the Head Teacher or DSL (Designated Safeguarding Lead). This is especially important where you believe 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 school's Child Protection Procedures. If you are not a full time member of staff but work in the school, or are a parent/parent volunteer. A leaflet outlining these procedures should have been given to you as a volunteer.

If you have any concerns about a child, or an adult in school, please report it as soon as possible to the DSL (Designated Safeguarding Lead). Please ask in the office for who that is.

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

It is important that all of those who work with the children at our schools have an understanding of what is appropriate. A full copy of this document can be obtained from either the Head of Inclusion

**Sexual contact with young people:**

Any sexual behaviour by an adult at the school with, or towards a child 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.

**REMEMBER**

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



## The Mead Academy Trust



### CODE OF CONDUCT

**An information leaflet for staff, volunteers and visitors to the school**

2016



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

This guidance **cannot** provide an exhaustive checklist of what is, or 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.

If you are ever in a situation where you have to act in a way that contravenes guidelines, it is important that you record the event and inform either the Headteacher or the DSL (Designated Safeguarding Lead).

**Power and positions of trust:** As an adult working in, or visiting our schools, you are in a position of trust in relation to the children in your care. You must not use this position in any way that compromises the safety of the child, intimidates, threatens or coerces a child, or promote any kind of relationship that is inappropriate.

**Confidentiality:** Visitors to the 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 concerns, they need to discuss them with a member of the leadership group.

**Propriety and Behaviour:** All adults working with 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.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different from that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake

**Mobile Phones & Cameras:** No-one should have their mobile phones on in the classroom during lessons or when children are in the room. Personal mobile phones, personal cameras and recording equipment should not be used to take photographs or videos of children whilst you are on the school's premises in 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 the Christmas or the end of the year as a 'thank-you'. However it is unacceptable either to give, or receive,

gifts on a regular basis or 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 either the Head teacher or a member of the leadership group.

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 process. In the event of an emergency you need to send a child to the office with a red 'HELP' card.