



Carrington Primary School

**Code of Conduct for students,
visitors and volunteers**

2021

Governor committee: People

Date: October 21

Review date: October 2024

INTRODUCTION

As the safeguarding and welfare of children is of significant importance in school it is important that volunteers, student and visitors are aware of the expectations of our school community.

Purpose, scope and principles

This code of conduct applies to:

- All Students visitors and volunteers

Aims

To provide clear guidance about the standards of conduct that are expected of non-employees who work in school as either volunteers, visitors or students.

Both employees and non-employees should offer pupils a role model when they are working in school by:

- Being a positive role model.
- Being an effective team member; acknowledging the voice and contributions of each other and offering and receiving support where needed
- Being positive and making constructive contributions, seeking solutions and having a go
- Demonstrating fairness and consistency
- Showing appreciation (taking time to thank and acknowledge the contributions of others)
- Respecting the environment and each other (taking shared ownership of our school)

Confidentiality

- Students, visitors and volunteers should maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us. Information should not be used to intimidate, humiliate or embarrass the pupil or their family.
- Where students, volunteers, visitors or governors have access to confidential information about pupils/students or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- All students, visitors or volunteers are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure.
- Students, visitors and volunteers have an obligation to share with their manager or the school's Designated Safeguarding lead any information which gives rise to concern about the safety or welfare of a pupil/student. If you have concerns please ask for a pink form to fill in. You must never promise a pupil/student that you will not act on information that they are told by the pupil/student.
- Confidential information about staff and pupils must be held securely. Confidential information should not be taken off school site other than on security protected equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

Setting an example

All students, visitors and volunteers are expected to demonstrate consistently high standards of personal and professional conduct. Individuals should take care to avoid putting themselves at risk of allegations of abusive or unprofessional conduct. Adults in school should:

- maintain high standards of ethics and behaviour, treating pupils with dignity, building relationships rooted in respect
- have regard for the need to safeguard pupil's wellbeing
- show respect for the rights of others
- show respect for those with other faiths, beliefs and values
- have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality

- communicate with other adults in an appropriate and respectful manner, especially in front of pupils and families, disagreements should be shared in a calm and professional manner

Safeguarding pupils

All students, visitors and volunteers have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about child protection to the school's Designated Safeguarding Lead. The school's DSLs are the Head Teacher and the SENCO (Mr Digges and Mrs Swankie).

If the DSL is not available or you are unhappy about the way the DSL is approaching a case you may inform social care yourself. Please inform the DSL as soon as possible if you have done this and make careful notes of all actions you have taken.

If you are concerned about the actions of a member of staff or a volunteer please inform the Head Teacher, DSP or (in the case of the Head Teacher) the chair of governors.

Students and volunteers are provided with personal copies of the school's Child Protection Policy at induction and Part One of Keeping Children Safe in Education part 1. The whistleblowing policy is displayed in the staffroom. Volunteers should speak to staff if they are concerned about a child's wellbeing.

Students, visitors and volunteers must not use their mobile phone as a camera in school and should not take photographs of pupils on personal devices without permission from the Headteacher. Any photograph/video must be taken using school equipment. Images must only be saved to school computers. Whilst working with children, phones and smart devices should be switched off and locked away.

Data Protection

A privacy notice for visitors is on the wall next to the office, take some time to look at it. Personal information about pupils, including full names and dates of birth, should remain on school premises or on secure school laptops and IPADS. Personal phones should not be used for school email. Information about students should be anonymised if used offsite e.g. student reports and essays. Volunteers, visitors and students should not take photographs of children or share picture of children without permission from a senior member of staff.

Avoid using memory sticks and personal data storage on school networks as these can be vulnerable to hacking.

Care should be taken of any private or personal information within the building e.g. when sending information to the photocopier. If you are uncertain about whether a data breach has taken place, please notify the head teacher immediately.

Health, Safety and Security

All students, visitors and volunteers should sign in on arrival and obtain a security lanyard. Where appropriate they should provide evidence of identity and DBS clearance.

Students, visitors and volunteers should take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action. You have a duty to not interfere with anything provided to safeguard health and safety and to co-operate with managers on health and safety matters. All health and safety concerns should be reported to an appropriate person (manager, site manager or office manager).

Personal conduct working with pupils

All students and volunteers who work in schools should set examples of behaviour and conduct which can be copied by pupils.

- We should uphold the school's policies and procedures on behaviour and child protection in our dealings with children.
- Students, visitors and volunteers must not demean and undermine pupils.
- We are consistent in the way they apply rewards and sanctions to the children, so that each individual child knows they receive the same treatment from any member of the school community.
- We understand that children have the right to be heard.
- We are friendly and supportive to all children, but maintain a professional, adult approach at all times.
- Physical contact with children should be in a careful, sensitive and respectful way. The school has staff trained in physical intervention. Students, volunteers or visitors should only restrain a child in an emergency. When alone with pupils, any physical contact with children should be avoided, except in an emergency.
- Responsibility for our actions should be taken and we should be prepared to apologise when we have made mistakes and undertake to learn from those errors.
- When speaking to pupils, always consider how we expect to be spoken to ourselves
- We have a professional responsibility to inform an appropriate person if we believe that another member of the school community is behaving in a way that compromises the safety or well-being of any child or group of children.

IT and social networking

Students, volunteers and visitors must not use social media e.g. Facebook or Twitter with pupils. They should not seek or attempt to seek contact with pupils. If this happens coincidentally, students and volunteers should use judgement and be aware that this could leave them in a vulnerable position. Students, visitors and volunteers should not engage with social networks during contact time with pupils. School equipment should not be used to access personal social networking sites at all.

Students, visitors and volunteers must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Students, visitors and volunteers must only save images on school computers. Under no circumstances should adults access inappropriate images. Deliberately accessing pornography on school equipment may be a criminal offence. Accessing indecent images of children on the internet and making, storing and disseminating such material is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

Personal Appearance

A person's dress and appearance are matters of personal choice and self-expression. However, students, visitors and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Gifts

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe or single out a young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy and not based on favouritism.