

Summary Code of Conduct for Safeguarding and Safe Working Practice.

Introduction.

To be read by all volunteers and visitors to the school.

All adults who come into contact with children and young people have a duty of care to safeguard and promote children's welfare. The same expectations apply to all adults visiting any Nord Anglia school whether paid or in a voluntary capacity. Below is a summary of some of the expectations which must be followed at all times.

Summary:

- 1/. All adults including volunteers and visitors must report any concerns about a child or young person to a member of staff.
- 2/. All visitors and volunteers must always wear a visitor's badge at all times.
- 3/. All visitors and volunteers, who have unsupervised contact with children, must undertake basic safeguarding training. Contact the Designated Safeguarding lead in the school to find out how to access this training.
- 4/. All information relating to students and staff must be treated confidentially at all times. You must not discuss/such information with any party outside school.
- 5/. Adults must always act in the child's best interests. If you are unsure what to do in any situation, unless there is an immediate risk to a child, consult with one of the teaching staff before acting.
- 6/. All adults, including visitors and volunteers in a school are in a position of trust. No adult should use this position to gain any advantage for themselves or to promote any inappropriate relationship with a student/child.
- 7/. All adults in school must adopt high standards of conduct and never behave or dress in a manner that would lead their suitability to come into question.
- 8/. The giving of gifts to any students should only ever be done in agreement with teaching staff in school and as part of an agreed plan of which parents are aware.
- 9/. Communication and all contact with children, families and staff should always be professional and appropriate, whether face to face or using any form of electronic communication. (Nord Anglia also has a specific social media policy).
- 10/. As a visitor or volunteer, physical contact with any student should only ever be in a case of exceptional need. Even the most well intentioned physical contact can be misconstrued and lead to an allegation.
- 11/. All students and staff have the right to be treated with dignity. Avoid demeaning or insensitive comments to students or staff.
- 12/. All children have the right to respect and privacy at all times but specifically when it comes to personal or intimate care. Intimate care should only ever be provided by someone authorised to do so.
- 13/. Photographs or videos of any kind should normally only be taken with agreement of senior staff and using equipment provided by the school. Personal equipment should not be used to take any sort of images of children without permission from senior staff in school.
- 14/. Where any visitor or volunteer has a concern about the appropriateness of any adult's behaviour with children they have a duty to report this to senior staff at the school as soon as possible.
- 15/. Avoid placing yourself in a one to one situation with a child unless this has been agreed with teaching staff as part of a planned intervention.
- 16/. Do not seek to have any unsupervised social contact with any student.
- 17/. Adults must never use or share toilet facilities with students.