



Code of Conduct – Confirmation St Mark's CofE Primary School



All members of staff and frequent volunteers will be asked to sign this code of practice as part of their induction and on a yearly basis. They will be expected to abide by it at all times. It is important that adults conduct themselves in a way which minimises the risk of finding themselves the subject of a child protection or criminal allegation. It is also recognised that some aspects of this policy are more applicable to staff than to governors and frequent volunteers.

All staff, governors and volunteers should:

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions.
- Dress appropriately for your role.
- Avoid unnecessary physical contact with children when dealing with difficult circumstances. If physical contact is made:
 - to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be reported to the Head Teacher;
 - ensure you are aware of and understand the rules concerning physical restraint;
 - where it is essential for educational or safety reasons, gain pupil's permission for that contact wherever possible;
 - it should not be secretive; even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to;
 - accepting regular gifts from children
 - giving personal gifts to children
- Recognise their influence and not engage in activities out of school that might compromise their position within school.
- Not establish or seek to establish social contact with pupils outside of school. This includes;
 - communication with pupils in inappropriate ways, including personal e-mails and mobile telephones
 - passing your home address, personal phone numbers, e-mail address or other personal details to pupils/children
 - the transportation of pupils in your own vehicle without prior management approval
 - contact through social networking sites or other internet based communications.
- Avoid volunteering to house children overnight (e.g. if they haven't been picked up by a parent). *Note this is different to your child having a sleepover with a friend who is also a pupil at the school.*

All staff, volunteers and governors should:

- Only use e-mail contact regarding pupils via the school's system.
- Be careful about recording images of children and do this only when it is an approved educational activity. This can only be done on a device owned by the school when parents have given their permission. See the safeguarding policy for more information.
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy.
- Not access inappropriate material via the internet
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of school activities etc.
- Never use a physical punishment of any kind.

Informing the Head Teacher - All staff, volunteers and governors should inform the Head Teacher if:

- There are any incidents or issues that might lead to concerns being raised about conduct towards a child or adult.
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.
- You are concerned about the conduct of another adult (whistle blowing).

If a member of staff is the subject of concerns or allegations of a child protection nature they should contact their professional association or trade union for support.

For staff members, the staff handbook also gives further guidance. This is available from the office or on Teachers Pool.