



Loughton School

Staff Code of Conduct when working with children – Staff and Volunteers

This code of conduct is principally designed to safeguard children and young people involved in any activity run by Loughton School, it will also help to protect you, by identifying required standards of behaviour as you carry out your role as a worker or volunteer.

Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

- ✓ DO treat all of those involved equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated
- ✓ DO understand your role in any policies and procedures e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises
- ✓ DO co-operate fully with other volunteers and professionals
- ✓ DO consistently display high standards of behaviour and appearance
- ✓ DO show respect for your peers and participants, and treat them how you would want to be treated yourself
- ✓ DO understand that inappropriate behaviour will be followed up by the Designated Safeguarding Lead in consultation with the Local Authority Designated Officer
- ✓ DO act as a role model for young people in your care, your behaviour may influence others
- ✓ DO ensure that permission is sought from parents for any photographs or video of children or young people. These may only be captured using Loughton School equipment and is subject to Loughton School storage restrictions
- ✓ DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role. Sexual relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and dealt with through disciplinary procedures and legal processes

- ✓ DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to your Designated Safeguarding Lead
- ✓ Do remember that you are a professional and maintain professional boundaries with all children and parents that you work with
- ✓ Do be aware of other staff around you. By watching and questioning each other's actions. We safeguard each other as well as the children in our care
- ✓ Ensure that all your work with children is within sight of other staff and that your actions cannot be misconstrued by the child, parents or other members of staff
- ✓ Do speak to the Designates Safeguarding Lead if you identify poor practice or a breach of the Code of Conduct involving other staff and volunteers.
- ✓ Inform the DSL if you have contact with a child or parent via Social Media, prior to the child attending school

There are a number of thing that you must ensure do not happen whilst you are working or volunteering in this organisation:

- ⊗ Never spend time alone with children out of sight of others
- ⊗ Never take or drop off a child alone unless you are following agreed procedures and have agreed safeguards in place
- ⊗ Never take children to your home
- ⊗ Never engage in rough, physical or sexual provocative games
- ⊗ Never allow or engage in any form of inappropriate touching or physical abuse
- ⊗ Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a child or young person or affects their self-esteem
- ⊗ Never make sexual suggestive comments to a child, even in fun
- ⊗ Do not allow allegations made by a child to go unchallenged, unrecorded or ignored
- ⊗ Never make a child cry as a form of control
- ⊗ Do not do things of a personal nature for children or vulnerable adults that they can do for themselves
- ⊗ Do not share your mobile number or address with children or parents
- ⊗ Do not contact children or families individually via Facebook or any other social media including mobile phones
- ⊗ Don't make promises that you cannot keep. All allegations or disclosures on child protection issues must be reported on
- ⊗ Avoid favouritism and special friendships
- ⊗ Do not take pictures of the young people using personal equipment

This code of conduct protects the children and young people we work with, you as a worker or volunteer and Loughton School, by reducing the risk of anyone working with us, using their role to access children to cause harm.

It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made.

Any breach of the code of conduct may lead to disciplinary action being taken.

Serious breaches may result in a referral to Police, Social Services or the Local Authority Designated Officer (LADO).

All workers or volunteers are expected to report any breach to the Designated Safeguarding Lead.

Please complete the section below to confirm that you agree to adhere to the Code of Conduct:

Name:

Role:

Date:

I have read the Code of Conduct and agree to follow the guidelines, and act accordingly.

I understand the consequences if I break any of the guidelines.

Signature:

Date: