

APPENDIX 2

Code of Conduct - for All Staff and Volunteers

Interaction with Students: Model Code of Conduct for Staff

1. Staff and volunteers should not spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
2. Staff and volunteers are advised not to make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child.
3. It is not good practice to take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the head or a member of the SMT.
4. Staff and volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to the CPO or her/his deputy.
5. Staff and volunteers should never (even in fun):
 - a. Initiate or engage in sexually provocative conversations or activity.
 - b. Allow the use of inappropriate language to go unchallenged.
 - c. Do things of a personal nature for children that they can do themselves.
 - d. Allow any allegations made by a child go without being reported and addressed, or either trivialize or exaggerate child abuse issues.
 - e. **Make promises to keep any disclosure confidential from relevant authorities.**
6. Staff or volunteers should not show favoritism to any one child, nor should they issue or threaten any form of physical punishment.
7. Social networking between students and staff should only be devoted to pedagogical activities. Anyone under contract with the School needs to ensure, both for the School's safety and their own, that activity on social networks does not bring the School into disrepute, does not bring the teacher into disrepute, does not expose the school to legal liability and reflects 'safer internet' practices.
8. Staff and volunteers must respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behavior they do not like.
9. Staff and volunteers will be expected to act with discretion with regard to their personal relationships. They should ensure their personal relationships do not affect their role within the School.
10. All staff and volunteers should be aware of the procedures for reporting concerns or incidents, and should familiarize themselves with the contact details of the CPO or his/her deputy.
11. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, they should make others aware of this.
12. If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviors of another staff member or volunteer or concerns based on any conversation with the child, particularly where the child makes an allegation, they should report their concerns to the CPO or his/her deputy.