



Code of Conduct for Adults in Supervision of Pupils Who Are Not Employees of the School

Updated: 10-17
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Next Review: 10-18
Approved by: JR

This Code of Conduct applies throughout the School from the EYFS to Year 6.

Introduction

This Code of Conduct applies to:

- Visiting and other staff who are self-employed
- Schools catering staff employed by Accent Catering
- Employees of external contractors and providers of services (*e.g.* contract cleaners)
- Other adults in supervision of School pupils, including volunteers

Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all adults in supervision of pupils who are not employees of the School (“adults”) are expected to observe.

Setting an example

The following areas are particularly important:

- Professional demeanour in all areas
- Considerate and respectful communication with staff, pupils and parents
- Punctuality
- Smart and practical appearance

Safeguarding pupils

All adults have a duty to safeguard pupils from all forms of abuse mentioned in the School’s Safeguarding and Child Protection Policy, a copy of which may be found on the School website, including the Prevent Duty set out in The DfE’s guidance to schools, *Protecting children from radicalisation: the prevent duty (2015)* . Staff must also be familiar with Government guidance *Keeping children safe in education Part 1* (September 2016).

The duty to safeguard pupils includes the duty to report concerns about a pupil to the School’s Designated Safeguarding Lead (DSL). The School’s DSL is Isobel Boyt. The Deputy Designated Safeguarding lead is Jacqueline Peacock.

All adults must ensure that they do not demean or undermine pupils, their parents, guardians or carers, or colleagues.

All adults must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Adults are required to adhere to the Safeguarding Code of Conduct set out in Annex E to the Safeguarding and Child Protection Policy so as not to place pupils or School employees at risk of harm or of allegations of harm to a pupil.

Adults who are volunteers must be familiar with the School's Safeguarding Information for Volunteers

Adults must inform the Head immediately if they are subject to a criminal conviction or pending prosecution. The Head will discuss this with the adult in the context of their role and responsibilities in order to help safeguard pupils and employees at the School.

E-safety: adults must adhere to the School's Computing and Acceptable Use Policy and E-Safety Policy. Adults have a duty to report any incidents or breaches of E-safety by pupils or staff to the DSL or a member of the SMT. Adults must not provide pupils with their personal email addresses or telephone numbers.

Honesty and integrity

Adults must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of School property and facilities.

Adults must not engage in inappropriate use of social network sites which may bring themselves, the School, or the School community into disrepute.

Confidentiality

Where adults have access to confidential information about pupils or their parents, guardians or carers, they should not reveal such information except to those colleagues who have a professional role in relation to the pupil.

However, adults have an obligation to share with the School's DSL any information which gives rise to concern about the safety or welfare of a pupil. Adults should **never** promise a pupil that they will not act on information that they are told by the pupil.