



## Code of Conduct (for safer working practice)

Please note that all staff and volunteers should read and understand Part 1 of *Keeping Children Safe in Education*, 2016.

The Code of Conduct should be provided to all adults, working or volunteering in the school –including temporary staff- at induction and after subsequent updates.

### Introduction

This document provides a guide for adults working in schools regarding acceptable and desirable conduct to **safeguard both adults and pupils**.

Adults should be reminded that while they are caring for other people's children, they are in a **position of trust**.

This guidance sets out standards relating to:

- Responsibilities
- Making professional judgements
- Power and positions of trust and authority
- Confidentiality
- Standards of behaviour
- Dress and appearance
- Gifts, rewards, favouritism and exclusion
- Infatuations and crushes
- Social contact outside of the workplace
- Communication with children (including the use of technology)<sup>1 2</sup>
- Physical contact (general)
- Physical contact (curriculum)
- Intimate / personal care
- Behaviour management
- The use of care & control / physical intervention
- Sexual conduct
- One to one situations
- Home visits
- Transporting pupils
- Educational visits
- First Aid and medication
- Photography, video and other images
- Exposure to inappropriate images
- Personal living accommodation including on site provision
- Overnight supervision and examinations
- Curriculum
- Whistleblowing
- Sharing concerns and recording incidents

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### Notes

<sup>1</sup> This is a statutory requirement.

<sup>2</sup> Please refer to WSCB Social Networking policy 2015.

**In addition, Keeping Children Safe in Education requires that the following elements are included:**

- Acceptable use of technologies
- Staff/pupil relationships

(When drafting staff behaviour policy schools and colleges should bear in mind the offence under section 16 of The Sexual Offences Act 2003, which provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.)

### **Additional guidance**

- [Guidance for safer working practice for those working with children and young people in education settings](#) (Safer Recruitment Consortium – October 2015)
- [Keeping Children Safe in Education](#) 2016
- [What to do if you're worried a child is being abused](#) 2015
- [Information sharing](#) 2015
- [WSCB Social Networking policy](#) 2015
- [WSCB website](#)

### **Exemplar statement**

The format of this document is for the school to decide. However we recommend that to aid clarity, adults in school should be clearly advised of “shoulds” and “should nots” in each section of the Code of Conduct, for example:

<b>Standards of behaviour</b>	
All adults working or volunteering in schools should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and colleagues.	
<b>All adults SHOULD:</b>	<b>SHOULD NOT:</b>
Know that behaviour by themselves, those with whom they share a household or others in their personal lives may impact on their work with children.	<ul style="list-style-type: none"><li>• Make or encourage others to make sexual remarks to or about a pupil.</li><li>• Use inappropriate language to or in the presence of pupils</li><li>• Discuss their personal or sexual relationships with or in the presence of pupils.</li><li>• Make (or encourage others to make) unprofessional comments that scapegoat, demean or humiliate or might be interpreted as such.</li></ul>