

Internet Safety: Live searching on the internet is not permitted on school premises with a child. Internet sites can only be accessed with authorisation from a member of staff.

Online publishing: Visitors should be aware that if they publish comments online or in any public forum that would cause offence to others or bring the school into disrepute they may be asked to no longer volunteer.

Intimate care: Intimate care is defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals or other parts of the body including bathing, washing, toileting, sanitary care. Intimate care should only be carried out by staff.

Photography and video: Photographs and video should only be stored on school equipment and at the request of a member of staff. Photographs and videos of children should not be transferred or stored off site physically or digitally. Please do not take photographs of children using personal devices under any circumstances.

Child Protection procedures: All adults who visit the school on a regular basis need to be aware of the school's Safeguarding and Child Protection Policy and Procedures. This can be found on our website moredon.swindon.sch.uk

Paper copies are available from the school office.

Mobile phones and cameras: When in school please do not use your mobile phone unless in a staff only area. If you need to make a call you may use one of the school phones. Photographs should NEVER be taken on a mobile phone or personal camera (see above section—photography and video)

The information contained in this leaflet is taken from a DFE publication entitled "Keeping Children Safe in Education." and "Guidance for safer working practices".

It is important that all of those who work with the children at our school have an understanding of what is appropriate. We hope this is useful to you. Please ask if you would like to discuss the details of this leaflet in more detail.

Please also ensure that you have signed the volunteers guidance document if you are a regular visitor.

REMEMBER

- **Confidentiality**
- **Be a good role model**
- **Be consistent**
- **Listen to the children**
- **Everything you say and do affects the children's learning and influences the way in which they behave**

Moredon Primary & Nursery School

Tel no: 01793 600344

Designated Senior Lead for

Child Protection:

Claire Leach

Deputy Designated Senior Leads for Child Protection:

Emma Preen, Fiona Prendergast & Angie Harris

Moredon Primary and Nursery School

Code of Conduct



An information leaflet for
volunteers and visitors to
the school

September 2021

There will be occasions when adults have to make decisions or take action which could contravene guidance or where no guidance exists. When working with children, the decisions you make need to be in the best interests of the child and be able to be perceived and judged as responsible.

If you are ever in a situation where you have to act in a way that contravenes guidelines, it is important that you record the event and inform either the Principal or an Assistant Principal as soon as possible.

Power and positions of trust: As an adult working on or visiting our school, you are in a position of trust in relation to the children in your care. You must not use this position in any way that compromises the safety of the child, intimidates, threatens or coerces a child, or promote any kind of relationship that is inappropriate.

Confidentiality: Visitors to the school may have access to or overhear information about pupils that is confidential or sensitive. All adults are expected to treat any such information as confidential and, if they have any concerns, they need to discuss them with the Principal or an Assistant Principal.

Propriety and behaviour: All adults working with children act as role models for the children. It is important therefore that they adopt high standards of personal conduct in order to maintain the respect and confidence of the children.

Mobile phones: Adults should not have their mobile phones on in the classroom during lessons or when working with children (unless authorised by the Principal).

Gifts: There may be times when children wish to pass on small tokens of appreciation to the adults that work with them, especially at Christmas or at the end of the year as a “Thank you”. However, it is unacceptable either to give or receive gifts on a regular basis or of any significant value.

Physical contact: There are occasions when it is entirely appropriate and proper to have physical contact with children, such as when a distressed child needs comfort or reassurance. You need to be aware, at all times, that such contact neither threatening nor intrusive or could be subject to misinterpretation. It is important that any contact is in the public arena and not behind closed doors. It is not appropriate to indulge in horseplay, tickling or fun fights.

Great care should be taken when trying to move or shepherd children around or in efforts to gain their attention. Children should not be poked or pushed in a particular direction. For your own protection, it is advisable to avoid any physical contact in such situations that might be open to misinterpretation.

If you have any concerns about an incident that has taken place with an adult working in school please talk immediately to the Principal about this.

Unless you have received restraint training, please do not try to restrain a child unless it would be dangerous to do nothing. Numerous members of staff have been trained and it would be more appropriate for you to alert teaching staff as opposed to intervening yourself. In the event of an emergency you need to notify the office that there has been an emergency situation. Children may be asked to take a red “Help” card to the office on similar occasions. This will initiate immediate support.

Sexual contact with young people: Any sexual behaviour (including verbal references) by an adult at the school with, or towards a child is both inappropriate and illegal.

Out of school contact: Adults working with children in school must not make arrangements to contact, communicate or meet with pupils outside of school (this includes use of email, text, electronic messaging systems and other social networking sites).

One to one situations: Adults working with children in one-to-one situations may be more vulnerable to allegations. It is therefore in your best interests to avoid working with a child alone in a secluded area of the school.

Whistle Blowing: All adults working at the school should be able to voice their concern, made in good faith, without fear of repercussions. Should you have any concerns about something that you have witnessed or seen in school, you must feel free to bring it to the attention of the Principal or an Assistant Principal. This is especially important where you believe the welfare of a child or children to be at risk.