



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

Updated: 10-19
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Approved by: JAR

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

This Code of Conduct does not apply to

- All staff who are employed by the School, including the Headteacher

These employees are covered by the Code of Conduct for School Employees

Purpose, scope and principles

This 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.

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* (September 2019).

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.

Discussions of political or potentially divisive topics on School premises should be avoided or conducted in an inclusive manner and never in front of pupils.

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 School's 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 Headteacher immediately if they are subject to a criminal conviction or pending prosecution. The Headteacher 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.

Online safety: adults must adhere to the School's Computer Studies and Acceptable Use Policy and Online Safety Policy. Adults have a duty to report any incidents or breaches of online safety by pupils or staff to the DSL or a member of the Senior Leadership Team (SLT). Adults must not provide pupils with their parents, guardians or carers with their personal email addresses or telephone numbers and should not use these to communicate with pupils, parents, guardians or carers.

Setting an example

The following areas are particularly important:

- Professional demeanour
- Considerate and respectful communication with staff, pupils, parents, guardians and carers
- Punctuality
- Smart and practical appearance (see dress code below)

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 SLT or 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.

Processing data

Adults are required to collect, maintain and dispose of personal data and special category personal data in a responsible manner in accordance with data protection law¹, (subject to any supervening provisions of the Independent Enquiry into Child Sexual Abuse).

Health and safety

Adults must adhere to the School's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the School environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at School or off-site) by complying with statutory and School guidelines and collaborating with School staff, agencies and the local authority where appropriate. Smoking is not permitted on School premises. Alcohol may only be consumed when no pupils are on the premises and only at whole staff/School or Friends of the Cavendish events.

Mobile Phones

Adults working in KS1 and KS2 should not make use of personal mobile phones or tablets during the working day other than in the Staff Room during breaks and off the School premises or when there is an urgent need to contact someone in an emergency. If family and friends need to contact an adult urgently, they should do so through the School Office. Adults working in the EYFS are individually responsible for placing their personal cameras, tablets and mobile phones in a specified secure place (currently the area adjacent to Room 22A) for the duration of the School day and using them only during breaks in the Staff Room. Furthermore, adults are required to use the School's cameras and tablets when, under supervision, capturing children's learning and development

Dress code

Adults working in the School are all professionals who are role models for our pupils, parents and prospective families. Clothing should be smart but appropriate to their role. For further guidance, please consult the full dress code in the Employee Handbook.

Linked Policies

- Computer Studies and Acceptable Use Policy
- Equal Opportunities Policy
- Health and Safety policy
- Online Safety Policy
- Physical Restraint Policy
- Prevent Policy
- Privacy Notice
- Safeguarding and Child Protection Policy (including Safeguarding Code of Conduct)
- Safeguarding Information for Volunteers
- Social Media Policy
- Taking, Storing and Using Images of Pupils Policy

¹ General Data Protection Regulation (EU 2016/679), the UK Data Protection Act 2018 and related legislation, The Privacy and Electronic Communications Regulations 2003 and the Protection of Freedoms Act 2012.

- Whistleblowing Policy