

CODE OF CONDUCT FOR GOVERNORS AND VOLUNTEERS TO PROMOTE SAFER WORKING PRACTICE



A SUMMARY

All schools are required to have a Code of Conduct for staff and other adults working in school as part of their responsibility for “Keeping Children Safe in Education” – a government requirement. Oxfordshire County Council have produced a summary of the Department for Education’s guidance which is 40 pages long. The full OCC document can be found on the Governor Hub and also on the school website.

This is a summary of that guidance for the benefit of governors and volunteers at Benson Church of England Primary School. Each is required to read and be familiar with the contents and to sign the declaration at the end.

Adults are in a position of trust and have duty to safeguard and promote children’s welfare. They must take note of advice regarding appropriate and safe behaviours. Adults should be seen to work in an open and transparent way. The same standards should be applied regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity.

The Code of Conduct applies to all work with a children in a formal capacity and this document applies to all volunteers and governors. It applies just as must to work done away from school premises as to work done on school premises and inside the school.

This summary of the document makes clear expectations of behaviours. If there is any doubt or any questions, the full document should be consulted as it is much more detailed. Promoting and safeguarding children’s welfare is in part achieved by raising awareness of unsafe, inappropriate and illegal behaviours. It is important for volunteers to avoid putting themselves in situations which could be misinterpreted or which could render them – or children – vulnerable.

Adults have a **duty** to report any child protection or safeguarding concerns to the designated school staff member without delay.

SPECIFIC REQUIREMENTS IN BENSON SCHOOL

Designated Safeguarding Lead. In Benson School, the designated person is the head (currently Mrs Crolla) or in her absence the Assistant Headteachers, Mr Andy Thorpe and Mrs Lianne Reddy.

All adults must **sign in** and wear a volunteer or governor badge while in the school.

Toilets for adults are situated near the office within the entrance area and down the short corridor through the white doors in the hallway. Please follow the signs. Children's toilets should not be used by adults.

The fire alarm is a continuous ring. Adults should be aware of the nearest fire exit. If the alarm rings, they should take all children in their care and leave by the nearest exit as quickly and calmly as possible.

Names to be used. In the presence of children, all adults working in the school should refer to themselves and each other by title and surname and should not use first names.

DRESS

Your dress should be appropriate and not likely to raise adverse comments for any reason.

CONFIDENTIALITY

Information about children is confidential. It should not be shared outside school with anyone. Within school it needs to be treated with respect and discretion and only discussed with staff as necessary. You must not promise a child to keep a secret, since information must be shared with school staff.

COMMUNICATION

You should not seek out social contact with children. You must not share personal contact details or personal information and must not share or respond to personal messages. Do not use any personal digital equipment in communication with children (mobiles, computers etc). Do not use personal mobile phones in the classroom or in the presence of children.

When talking to children, please be aware of appropriate language and refrain from using vocabulary that would make a child feel uncomfortable. When managing behaviour, please call a member of staff if necessary.

CONTACT

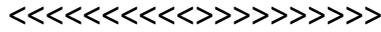
You should not be working 1 to 1 with a child in a private room – only in an open space. There must be no inappropriate physical contact and there should be no need for any physical contact. Any form of sexual contact – or behaviour leading to sexual contact – is illegal. The school has a behaviour management policy but always treat children with respect; all forms of physical punishment or response are not allowed. If a child demonstrates some difficult behaviour, try to diffuse or de-escalate the situation and obtain the help of a teacher – you could ask another child to fetch a teacher if necessary. If a child is in distress, find a staff member and preferably the class teacher.

IMAGES

There should be no photographs taken of children and no videos on personal cameras – only staff may do this using school equipment. There are no circumstances in which adults should possess indecent images of children.

CONCERNS

The school has a whistle blowing policy – all adults have a responsibility to bring any matters of concern to the attention of senior staff, including concerns about the behaviour of other volunteers / other staff members. Any concerns must be raised without delay to the attention of the designated safeguarding lead, which in Benson School is the head - Mrs Crolla – or in her absence her deputy Mrs Mottram.



BENSON CHURCH OF ENGLAND PRIMARY SCHOOL

CODE OF CONDUCT FOR GOVERNORS AND VOLUNTEERS TO PROMOTE SAFER WORKING PRACTICE.

DECLARATION

I confirm that I have read the Code of Conduct to Promote Safer Working Practice – Benson School Summary.

I agree to follow the advice and guidance, and the procedures set out.

I confirm that I have taken particular note of the section on Confidentiality and I agree to follow the requirements to maintain confidentiality of children and all school matters.

Signed.....

PRINT NAME.....

ROLE (Governor/ Volunteer).....

DATE.....