

Expectations of People in Positions of Trust

Staff and volunteer behaviour guidelines:

DO:

- Encourage regular discussion about general safeguarding issues amongst staff, governors, volunteers, students and families.
- Report all health and safety issues without delay.
- Keep students safe and protect them from physical, sexual and emotional harm and neglect.
- Treat **everyone** with respect
- Look after your physical and mental health.
- Be a positive role model and behave in a way that you wish others to follow.
- Work with another appropriate adult in all planned activities whenever possible (avoid lone working wherever possible)
- Risk-assess all situations when working alone with a student and ensure you can be seen and/or heard by others if possible, and make parents aware of lone working arrangements prior to them taking place.
- Respect peoples' right to personal privacy (unless you need to safeguard them)
- Create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like.
- Report and challenge all inappropriate and/or abusive activities, including ridicule, threats, intimidation, bullying and discrimination.
- Familiarise yourself with all aspects of your settings' code of conduct and whistleblowing policies.
- Report any gifts or money you are given as part of your role at work, and ensure they are not of significant value or intention.
- Report all concerns about abuse of students or vulnerable adults directly to your Designated Safeguarding Lead or Deputy, Head Teacher or Senior Manager as appropriate.
- Inform your senior manager if you have a personal relationship e.g., relative or friend, relating to a child at your setting

DO NOT:

- Use your position to access information for your or someone else's personal advantage or another persons' detriment.
- Intimidate, threaten, bully, coerce or undermine anyone.
- Use racist, sexist, homophobic or other language or behaviour that is derogatory, discriminatory, or oppressive.
- Engage in any sexual activity (consensual or otherwise) with a child or young person or a vulnerable adult who attends your setting.
- Play inappropriate games or have inappropriate physical contact with a student.
- Use disproportionate force when responding to student behaviour.
- Jump to personal conclusions/assumptions nor investigate the behaviour of staff, volunteer's, student's or their family yourself (always report to your Head)
- Make suggestive remarks or gestures, tell jokes of a sexual nature, or engage in inappropriate verbal banter.
- Create a personal relationship with a student where one does not already exist.
- Give **any** personal details about yourself or others to a student or family unless you have agreed this with a senior member of staff.
- Personally befriend, communicate with or comment about a student or their family via the internet, email, social media, apps, or other public forum
- Rely on your good name or reputation to protect you if you behave inappropriately - it may not be enough.
- Discuss the personal details of any students with anyone without the explicit agreement of the DSL/D or Head Teacher
- Use your personal electronic devices to store information about pupils.
- Give gifts to pupils