

Staff & volunteers should read these guidelines alongside their employer's code of conduct

DO NOT:

- Use your position to gain access to any information for your own 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 to others
- Engage in any sexual activity (consensual or otherwise) with a child/young person or a 'vulnerable adult' who is attending your setting (It's against the law if they are under 18 years)
- Play inappropriate games with or have inappropriate physical contact with a student
- Use disproportionate force when addressing student behaviour
- Jump to any personal conclusions or assumptions about staff, volunteer's, student's or their family's behaviour
- Investigate any allegations about the behaviour of staff and/or volunteers yourself
- Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter with students
- Create a personal relationship with a student where one does not already exist
- Give **any** personal details about yourself or others to a student unless you have agreed this with a senior member of staff
- Personally befriend or communicate with a student via internet accounts, social networking, apps or other electronic medium
- Rely on your good name or reputation to protect you if you behave inappropriately - it may not be enough

DO:

- Encourage discussion about safeguarding amongst staff, governors, volunteers, students and their families
- Report all health & safety issues without delay
- Keep students safe and protect them from physical, sexual and emotional harm & neglect
- Treat **everyone** with respect, and look after yourself
- 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
- Risk-assess all situations when you are working alone with a student and ensure you can be seen and/or heard by others if possible
- Respect peoples' right to personal privacy (unless need to breach in order to safeguard)
- 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 whistle-blowing 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
- Give gifts (never money) to students **only** as part of an agreed reward system
- Report all concerns and allegations of abuse of students or vulnerable adults, directly to your Designated Safeguarding Lead, Head Teacher or Senior Manager as appropriate

Remember: someone may misinterpret your actions, however well intentioned

Ask yourself: are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equally?