Behaviour Guidelines

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

DO NOT:

1. Use your position to gain access to any information for your own advantage or another persons' detriment

2. Intimidate, threaten, bully, coerce or undermine anyone

3. Use racist, sexist, homophobic or other language or behaviour that is derogatory or oppressive to others

4. Engage in any sexual activity (even consensual) with a student under 18 years or a 'vulnerable adult' who is attending your educational setting

5. Play games or have physical contact with a student that is inappropriate

6. Use disproportionate force when addressing student behaviour

7. Jump to any personal conclusions about staff, volunteers or student's behaviour

8. Investigate any allegations about the behaviour of staff and volunteers yourself

9. Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter with students

10. Create any personal relationship with a student where one does not already exist

11. Give **any** personal details about yourself or others to a student unless you have agreed this with a senior member of staff

12. Be-friend or communicate with a student via personal internet accounts, social networking, apps or other electronic medium

13. Rely on your good name or reputation to protect you when you behave inappropriately - it may not be enough

DO:

1. Encourage discussion about safeguarding amongst staff, governors, students, mothers and fathers (or carers) and volunteers

2. Report all health & safety issues without delay

3. Keep students safe and protect them from physical, sexual and emotional harm & neglect

4. Look after yourself

5. Treat **everyone** with respect

6. Be a positive role model and behave in a way that you wish others to follow

7. Work with another appropriate adult in all planned activities whenever possible

8. Risk-assess all situations when you are working alone with a student and make sure you are seen and/or heard by others

9. Respect peoples' right to personal privacy

10. Create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like

11. Report and challenge all inappropriate and/or abusive activities, such as ridicule, threats, intimidation, bullying and discrimination

12. Familiarise yourself with all aspects of your settings' code of conduct

13. 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

14. Give gifts (never money) to students **only** as part of an agreed reward system

Remember: someone may misinterpret your actions, however well intentioned. **Ask yourself:** are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equally?