

Code of Conduct for Staff and Volunteers

This Code outlines the expected behaviour of all staff and volunteers. It supports our duty to safeguard children and follows the principles of *Keeping Children Safe in Education (KCSiE)*.

1. Safeguarding First

- Always act in the best interests of the child.
- Follow our safeguarding procedures and report concerns immediately to the Designated Safeguarding Lead (DSL).
- Never promise confidentiality to a child – explain when you need to share information to keep them safe.

2. Professional Conduct

- Be respectful, kind, and fair at all times – to children, families, and colleagues.
- Maintain appropriate boundaries – no personal relationships, social media contact, or private messaging.
- Use appropriate language and behaviour; never use sarcasm, shouting, or put-downs.

3. Safe Working Practices

- Avoid one-to-one situations – keep doors open and interactions visible where possible.
- Use only agreed physical contact – always for the benefit of the child and never in anger.
- Dress appropriately for working with children and animals in an outdoor setting.

4. Teamwork and Accountability

- Communicate clearly and support each other.
- Raise concerns about unsafe practice – safeguarding is everyone's responsibility.
- Ask if unsure – no question is too small when it comes to keeping children safe.

Breach of this Code

Any breach will be taken seriously and may lead to disciplinary action or ending your role.

Review

Reviewed annually or sooner in line with updates to KCSiE.

Date: September 2025

Review Date: September 2026