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## **Code of Conduct for Staff and Volunteers**

Codes of conduct outline good and desirable behaviours and actions towards children and young people, as well as unacceptable and wrong behaviours that put children, young people and staff/volunteers at risk.

By having a Code of Conduct in place, all staff and volunteers work under the same rules and the whole school community has a shared understanding of what is good and what is bad practice. This protects both the children and staff and volunteers.

All staff and volunteers are expected to follow the Code of Conduct at all times and must contact the Nominated Safeguarding Person or their Deputy if they have any questions or if they are unclear about any of the points included in the Code.

### **Everybody working with German Saturday School Ealing should:**

- Always put the welfare of each child first
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with the children/young people
- Treat all children/young people equally and with respect and dignity
- Be an excellent role model, including not smoking or drinking alcohol or using unprescribed drugs in the company of children/young people
- Give positive and constructive feedback rather than negative criticism
- Use appropriate language, do not swear or use sexual suggestive comments to a child or young person. If a child makes such comments, be ready to enforce these boundaries in your response
- Always tell the child what you are doing and why, should physical contact be necessary (e.g. in an emergency) and seek their permission and give choices where possible
- Never use physical punishment to manage behaviour or engage in rough, physical or sexually provocative games
- Never invite a child or young person to your home or arrange to see them outside the set activity times
- Always copy in a member of the management committee as well as the child's guardian should a child be contacted by email.



Agreed and reviewed on behalf of the Management Committee

Anette Bennett and Eva Sturt

Directors

23.10.2019