



Behaviour Guidelines for Staff and Volunteers

(To be read in conjunction with the Code of Conduct for Staff)

DO:

- Report all Health and Safety issues without delay
- Keep students safe and protect them from physical and emotional harm
- Look after yourself
- Treat **everyone** with respect
- Provide a positive example you wish others to follow
- Work with another appropriate adult in all planned activities whenever possible
- Make sure you are seen and/or heard by others if working alone with a student
- Respect peoples' right to personal private
- Create an environment in which people feel comfortable pointing out attitudes and behaviours they don't like
- Report and challenge all inappropriate and/or abusive activities, such as ridicule or bullying
- Familiarise yourself with your school code of behaviour
- Report any gifts you receive and ensure they are not of significant value or intention
- Give gifts to students **ONLY** as part of an agreed reward system
- Follow procedures for reporting all allegations against staff and volunteers

DO NOT:

- Use your position to gain access to information for your own advantage or another's detriment
- Intimidate, threaten, coerce or undermine anyone
- Engage in a sexual activity (even consensual) with a student under 18 years who is attending your educational establishment
- Play games or have physical contact that is inappropriate
- Jump to conclusions about people's behaviour without checking facts
- Investigate any allegations by yourself
- 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 unless you have agreed this with a senior member of staff
- Allow any students to access any of your personal accounts on social networking sites
- Rely on your good name to protect you – it may not be enough
- Believe that an allegation could not be made against you: it could

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