

STAFF CODE OF CONDUCT

It is of utmost importance that all staff and additional arms, such as homestays, are clear about what constitutes appropriate behaviour. We insist our staff, hosts, homestays and any adults supervising children respect and behave as exemplified below:

- Treat students and staff with respect and dignity
- Do not discriminate against age, disability, gender, culture, language, religion or race.
- Be aware of appropriate physical interaction if necessary, i.e. first aid, sports interaction.
- Use neutral, appropriate language at all times
- Respect young people's right to privacy
- Use praise and be a positive role model
- Read and implement our safeguarding policy and procedures

What Staff Must Do

DOs:

- Behave appropriately (actions, language) and dress appropriately (dress appropriately for your role, your appearance can impact positively or negatively on students)
- Work in an open environment
- Be alert for signs of abuse and report any allegations of abuse or poor practice to the Safeguarding leads.
- Maintain a safe, professional distance in all relationships with students
- Treat young and vulnerable people with dignity and fairly
- Actively prevent learners from accessing any form of inappropriate material, educate students on E-Safety.
- Keep coaching and safeguarding training up to date
- Lead by example with positivity and commitment.

Accommodation:

- Inform students in advance if you wish to clean or inspect their bedrooms.
- If sharing the same accommodation with under 18s, prepare a bathroom Rota to ensure they have privacy.

DON'Ts:

- Don't leave young person's alone if they are under your supervision
- Socialize with young or vulnerable learners on occasions when it does not constitute part of your normal duties (on or offline)
- Use any visual, audio-visual or written material that exposes young people to harm (be it physical, emotional or sexual)
- Give young or vulnerable people prescription drugs or medication (without their parent's consent)
- Drink alcohol, smoke or use drugs when working with under 18s (nor make jokes with reference to them)

- Initiate any form of physical contact or inappropriate engagement with any student.
- Be in a relationship with any student under the age of 21.
- Do not engage in any sexual activity of any sort with a student under the age of 18.
- Do not use any inappropriate language when writing, phoning, emailing, or posting anything on the internet.

As a member of staff we understand you have the right to -

- Be supported in your role and enjoy the time you spend with us
- Be well informed of our safeguarding documents and reporting procedures (more info can be found on our website and within our Safeguarding Handbook)
- Be listened to
- Have access to training
- Be respected and treated fairly by us
- Feel welcomed, valued, and not judged based on your race, gender, sexuality or ability.
- Be protected and supported.

We expect all of our staff and volunteers to follow the behaviours and requests set out in the code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of the governing bodies and ultimately your dismissal from the organisation.

Signature of staff member or volunteer –

Printed name of the staff member or volunteer –

Signature of management –

Print name of management –

Date –