Active Recruitment UK Ltd - Code of Conduct

In addition, when you are placed in an establishment you should find out as soon as possible whether there is a specific code of conduct that you should follow. The code of conduct for all staff placed by Active Recruitment UK Ltd is as follows:

- Treat all children, young people and vulnerable adults with respect.
- Provide an example of good conduct that you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others.
- Alert a colleague if it is strictly necessary to speak to a child on their own. This should not be in a secluded area of the school, and you should ensure visual access and/or an open door.
- A 'no touch' approach is impractical for most staff and may be appropriate in some circumstances. When physical contact is made, this should be in response to their needs at the time, of limited duration and appropriate given their age, gender, stage of development, ethnicity and background.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Adults should never touch a child in any way that could be considered indecent, nor indulge in horseplay, tickling or fun fights.
- If you have to intervene in a fight to prevent harm, you should use the minimum force possible. Avoid contact with bare skin, or any areas that could be considered erogenous.
- If physical contact is necessary (e.g. to demonstrate a piece of equipment or racket stroke) the pupil should be informed in advance, and if they say 'no' or indicate discomfort this must be respected.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people. You may wish to take guidance from a senior member of staff in these situations.
- Any sexual behaviour by a member of staff with or towards a child is inappropriate and illegal. It is a criminal offence for any person in a position of trust to engage in sexual activity with a child under 18.
- Under no circumstances should adults in schools access inappropriate or indecent images.
- If you think a pupil may be infatuated with you, speak to a senior colleague as soon as possible so that appropriate action can be taken.
- Respect a child's right to personal privacy. If a child requires assistance with intimate care (e.g. help with toileting) staff should ensure another appropriate adult is in the vicinity and is aware of the task to be undertaken.
- Confidential information about a child should never be disclosed without good reason, or used to intimidate or embarrass the pupil.
- Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- You should not accept gifts from children or parents. Occasionally children or parents may give tokens of appreciation (for example at Christmas). These may be accepted if they are not of significant value.
- You should not seek to establish or establish social contact with any pupil. This includes not giving out personal details such as your address, phone number or email.
- Wherever possible, transport should not be undertaken in private vehicles. There should be at least one adult additional to the driver to act as an escort.
- You should challenge unacceptable behaviour by another member of staff and bring this to the immediate attention of the designated senior person, or another senior manager