



Love Care Respect

To aspire to being outstanding in everything we do, by always aiming higher.

**"Let your light shine in all you say and do."
Matthew 5:16**

Wyllye Valley Code of Conduct for Adults

This code of conduct provides information about safe working practice and child protection. It also offers guidance to adults working with our children at Wyllye Valley School, on what to do if they are told or see something that they are concerned about. It is a document that is linked to the Model Staff Behaviour Policy.

At Wyllye Valley Primary School, our Designated Safeguarding Lead is Mr Rob Barnes. Our Deputy Designated Safeguarding Lead is Mrs Amanda Beeden. The nominated governor for safeguarding is Mr John Langston.

Basic principles

At Wyllye Valley all staff and volunteers to the schools must:

1. Be familiar with and work in accordance with the school's policies including in particular.
 - Child Protection Policy
 - Behaviour and Exclusion Policy
 - School Online safety policies
 - Whistleblowing Policy
2. Provide a good example and a positive role model to pupils.
3. Behave in a mature, respectful, safe, fair and considered manner. For example, adults who work at the school will:-
 - Not be sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.

- Not embarrass or humiliate children
 - Not use phrases such as 'shut up'
 - Use their calm voices at all times
4. Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
 5. Ensure that your relationship with pupils remains on a professional footing. As a guide this means, you must:
 - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice).
 - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
 - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
 - Not discuss a child's progress with any other parent.
 6. Dress appropriately and look professional. This includes covering tattoos, not dying hair 'extreme' colours, and not wearing jeans, jeggings or trainers (unless participating in PE lessons).
 7. Ensure mobile phones are kept in a secure place and only used at break times. Staff mobile phones will not be used to capture images or video of children attending our school.
 8. When working with individual children, ensure that both you, the adult, and child can be seen. This can be with the door open or be made visible through our new doors.

Standards of behaviour	
All adults working or volunteering in schools should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and colleagues.	
All adults SHOULD:	SHOULD NOT:
Know that behaviour by themselves, those with whom they share a household or others in their personal lives may impact on their work with children.	• Make or encourage others to make sexual remarks to or about a pupil. • Use inappropriate language to or in the presence of pupils • Discuss their personal or sexual relationships with or in the presence of pupils. • Make (or encourage others to make) unprofessional comments that scapegoat, demean or humiliate or might be interpreted as such.

What we do to ensure children remain safe and happy

Policies and Procedures

By law, Wylly Valley CE Aided Primary School must have the following things in place to ensure that children are kept safe:

- A Designated Teacher (Rob Barnes) and a governor (John Langston) responsible for child protection.
- A Child Protection Policy, which everyone working in the school knows about.
- Provide Child Protection training for the Named Governor and Teacher every two years.
- Provide Child Protection training to all school staff every three years.
- Carry out an annual audit of their Child Protection work.

The school also has a number of policies and documents that ensure that children remain safe. These are:

- Child Protection
- Behaviour and anti bullying policy
- e-Safety
- Health and Safety
- Whistleblowing
- Staff behaviour policy
- Online safety policy

DBS Checks

Through you being in school and working with our staff and children you are seen by the children as a trustworthy person both in and out of the school. The school therefore has a duty to ensure that this is the case by undertaking DBS checks on adult volunteers. This check allows us to know if an adult is fit to work with children and also registers that adult with our school so that should that adult become a risk to children we are informed.

Reporting

The school will always record any concerns relating to children's wellbeing. The school may need to report these to the local safeguarding board.

Adult helper responsibilities to ensure the safety and happiness of our children

Wyllye Valley CE Aided Primary School believes that every child is special and that any adult who works with one of our children has a responsibility for their wellbeing. In relation to this we ask that when it comes to working with our children you talk to a designated person or member of staff if you see or hear something that concerns you and remember that school is a confidential environment.

What constitutes a concern?

Concerns may relate to what you hear or what you see. A concern may be:

- Any ill treatment either physically or mentally.
- Any type of neglect where the child may be left wanting or in need, or where he / she is exposed to inappropriate expectations or situations.

Both of the above may be something you become aware of over time or may relate to a specific incident. Remember- it could happen here.

What you should do if you have a child concern?

If a child talks to you about something that concerns you,

Do

- Listen carefully and take it seriously.
- Stay calm.
- Explain that you will talk to his / her class teacher or one of the designated people.
- Use the strategy of Tell Me, Explain, Describe (TED) or Mirroring.

The designated staff members at Wyllye Valley CE Aided Primary are as follows:

Designated Safeguarding Lead Teacher Mr Rob Barnes

Deputy Designated Safeguarding Lead Teacher Mrs Amanda Beeden

Nominated Governor for safeguarding – Mr John Langston

Please do not

- Appear shocked or angry
- Try to obtain more information
- Make judgements or comments
- Contaminate the evidence by talking things through with the child
- Promise to keep secrets
- Give sweeping reassurances
- Confront the alleged abuser or talk to anyone other than the class teacher / designated people.

DO NOT GO IT ALONE

This Code of Conduct will be reviewed every year^s in line with Child Protection training in school

Date policy agreed: September 2026

Review date : September 2027