**Staff Behaviour Policy**

**09/25**

This policy is on our website and is available on request from thewildernessgrove@gmail.com We provide commissioners with this policy during pre-placement planning, and we also inform parents and carers about this policy when their children join our setting.

The policy is provided to all staff at induction alongside our Staff Code of Conduct and safeguarding and child protection policy. In addition, all staff are provided with Part One of the statutory guidance [*‘Keeping Children Safe in Education’*](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

All staff receive training on safeguarding procedures at The Wilderness Grove Forest School on joining the company. In addition, all staff are provided with [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)staff are required to read Part One following the updates every September, and sign to say that they have read and understood the document.

This policy will be reviewed in full by Catherine Regi on an annual basis. This policy was last reviewed on 15/09/2025.

Signature Catherine Regi Managing Partner Date: 15/09/2025

Signature Thomas Wild Managing Partner Date: 15/09/2025

**Staff Behaviour Policy**

**2025**

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**Introduction**

This policy sets out clear guidance on the standards of behaviour expected from all staff at The Wilderness Grove Forest School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school.

Staff also have an individual responsibility to maintain their reputation and the reputation of the Forest school, both inside and outside working hours and work setting.

This policy applies to all staff and volunteers in the Forest school regardless of their position, role or responsibility.

References to ‘staff’ throughout the policy relate to all of the following groups:

* All members of staff including teaching and support staff
* Volunteers,
* Casual workers
* Temporary and supply staff
* Student placements, including those undertaking initial teacher training and apprentices.

The Wilderness Grove Forest School requires that all staff have read and agree to comply with this policy.

Breach or failure to observe this policy will result in action being taken under the TWiG disciplinary procedures including, but not limited to, dismissal.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.

Adults should always consider whether their actions are warranted, proportionate, and safe and applied equitably.

**Professional Behaviour and Conduct**

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The Wilderness Grove Forest School expects staff to treat each other, pupils, parents/ carers and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

Staff should work, and be seen to work, in an open and transparent way.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.

Staff must have regard for the ethos and values of the forest school and must not do or say anything which may bring the school or governing body into disrepute.

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside forest school and responsibilities within TWiG.

Staff should discuss and take advice promptly from a senior leader if they have acted in a way which may give rise to concern.

Staff should act in accordance with the Forest school’s policies and procedures at all times.

**Standards of Behaviour:**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times where an individual’s actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in disqualification from childcare, prohibition from teaching by the Teaching Regulation Agency (TRA), a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where a person meets certain criteria set out in the Regulations.

For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children’s barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children’s home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later year’s childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later year’s childcare.

The Disqualification under the Child Care Act 2006 (Regulations 2018) states the schools should make clear their expectations that staff should disclose any relationship or association (in the real world or online) that may impact on the school’s ability to safeguard pupils. This applies to all staff in schools, not just those in early or later year’s childcare.

**Dress and Appearance**

The Wilderness Grove Forest School recognise that dress and appearance are matters of personal choice and self-expression. Some may wish to exercise their own cultural customs. However, all staff must dress in a manner that is appropriate to their professional role.

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

Staff should dress safely and appropriately for the tasks they undertake.

Tattoos and body art should not include images, symbols or words that could cause any offence; if in doubt staff should cover up.

Discreet earrings and piercings are acceptable but staff need to recognise that piercings can put them in danger of incidental injury because of our pupil’s poor understanding of personal space and lack of awareness of danger; if they choose to wear piercings they are taking responsibility for their own level of risk. The same applies to jewellery.

**Behaviour Management**

Staff must adhere to The Wilderness Grove Forest School’s nurturing values and ethos at all times.

Corporal punishment and smacking is unlawful in all schools and early years’ settings. Staff should not use any form of degrading or humiliating treatment towards a child or to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Where pupils display difficult or challenging behaviour, adults must follow the setting’s behaviour policy using strategies appropriate to the circumstance and situation.

Where a pupil has specific needs in respect of particularly challenging behaviour, a positive management plan, including assessment of risk, should be drawn up and agreed by all parties.

Staff must never use isolation and seclusion. The legislation on these strategies is complex and staff should take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil’s human rights and/or false imprisonment.

**The Use of Control and Physical Intervention**

Staff must exercise great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

When it is judged that a child’s behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly.

In all cases where physical intervention has taken place, the incident must be recorded following guidance alongside subsequent actions. These must be reported to a manager and the child’s parents/ carers.

**Smoking, Alcohol and Other Substances**

Staff must not smoke whilst working with or supervising pupil’s offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

Staff must refrain from the consumption of alcohol and other substances at forest school events.

**Relationships with Pupils**

All staff working in a provision or school are in a position of trust in relation to all pupils on roll; staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

**Infatuations**

It is not unusual for pupils, or sometimes their parents/ carers, to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should make every effort to ensure that their own behaviour cannot be brought into question and not appear to encourage this.

It is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full -time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to a senior leader. The same goes for any report, sign or what you may overhear, no matter how small or insignificant. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment and distress for those concerned.

**Gifts/Hospitality**

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others or lead the giver to expect preferential treatment.

However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager. It is unacceptable to accept any gifts on a regular basis or of any significant value.

Personal gifts must not be given by staff to pupils or their families and any reward to pupils should be in accordance with The Wilderness Grove Forest School’s behaviour policy, recorded and not based on favouritism.

**Physical Contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A ‘no touch’ approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child’s permission before initiating contact. Staff should listen, observe and take note of the child’s reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.

Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising physical games should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil’s agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to a senior leader, recorded and, if appropriate, a copy placed on the child’s file.

**Social Contact Outside of the Workplace**

It is acknowledged that staff may have genuine friendships and social contact with parents/carers of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to ‘groom’ the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a pupil or parent/ carer seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member’s own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role, this should be discussed with senior leadership and where necessary referrals made to the appropriate support agency.

Staff should always approve any planned social contact with pupils or parents/ carers with senior colleagues and advise senior leadership of any regular social contact they have with a pupil/ family which could give rise to concern.

Staff should refrain from sending personal communication to pupils or parents/ carers unless agreed with senior leaders. They must inform senior leadership of any relationship with a parent/ carer where this extends beyond the usual parent/professional relationship.

Staff must inform senior leadership of any requests or arrangements where parents/ carers wish to use their services outside of the workplace, e.g. respite, tutoring. It is vital that these requests come from parents/ carers and that staff do not approach them. In addition, staff are responsible in ensuring that any necessary contributions (e.g. tax) are paid either by themselves or the external provider.

**Child in distress**

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

Intimate (Personal) Care

We ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. This must be followed at all times and should be open and transparent and accompanied by recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil’s care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil’s health and education care plan. The views of parents, carers and the pupil, regardless of their age and understanding, must be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

**Cleaning and changing**

Pupils are entitled to respect and privacy whilst they are changing or cleaning after games. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change in the same place as children.

**One to one situations**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.

**Transporting pupils**

In certain circumstances, it may be appropriate for staff to transport pupil offsite. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff should never transport pupils while under the influence of alcohol or drugs.

Prior to transporting pupil’s offsite, consent must be obtained from the pupils’ parent/guardian and commissioning party and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

**Online Safety**

Staff must not engage in inappropriate use of social network sites which may bring themselves, or the Forest school into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by ‘liking’ certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter pupils.

Staff must not make contact with pupils, must not accept or initiate friend requests, nor follow pupil’s accounts on any social media platform. Staff must not communicate with pupils via social media, websites, instant messenger accounts or text message. The only exception to this would be if it is clearly written in a child’s specific risk assessment and part of their bespoke provision and with the express agreement of commissioning parties and parent/carers All communication must be recorded and transparent. Acceptable methods of contact is via the use of forest school email, FAMLY Platform or telephone.

Staff should not make contact with pupils’ family members, accept or initiate friend requests or follow pupils’ family member’s account on any social media platform.

However, The Wilderness Grove Forest School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances; they should not have any contact with pupils’ family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Wilderness Grove Forest School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

**Photography, Video and Images of Children**

Many Forest school activities involve recording images as part of the learning, forest school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Staff should ensure that a member of the Senior Team is aware of the proposed use of photographic/video equipment and that this is recorded in planning. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken.

Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

**Confidentiality**

The storing and processing of personal information is governed by the data protection act 1998 and GDPR. Guidance and advice has been provided about their responsibilities under this legislation.

Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student on a need to know basis. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a pupil or her/his family for their own, or others’ advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil/student’s parent or carer, nor with colleagues in the forest school except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with The Wilderness Grove Forest School’s Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with The Wilderness Grove Forest School’s safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

Staff should refer to the Department of Education’s document Information sharing: advice for practitioners providing safeguarding services for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.

Any media or legal enquiries should be passed to the senior team and only approved staff should communicate to the media about the Forest school.

**Whistleblowing**

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All Forest school staff have a duty to report any behaviour by a colleague which raises concern.

Staff should refer to The Wilderness Grove Forest School’s whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

**Compliance**

All staff must confirm they have read, understood and agree to comply with this policy.

**Appendix 1**

**The Wilderness Grove Forest School Code of Conduct for Staff and Staff and volunteers**

We recognise that the role of staff and volunteers are vital to creating a positive learning community. We value the contributions of all members of the TWiG Team.

In this code of conduct we set out what the acceptable standards of behaviour are for all staff and volunteers at our organisation.

We all have a duty of care to safeguard the children we work with. All staff and volunteers are made aware of this Code of Conduct during their Induction Period.

If the organisation suspects, or becomes aware, that a staff member/volunteer has breached the code of conduct, the organisation will address this in accordance with the Disciplinary Policy or immediately end the work relationship.

**Guiding Principles**

* Staff and volunteers should have a clear idea of the tasks they are asked to perform and the responsibility that goes with these tasks, in particular their responsibilities regarding health and safety.
* Staff and volunteers should know who is designated as having responsibility for their support and supervision.  Staff and volunteers should have regular access to this person and this person should ensure that each member of staff or volunteer is adequately supported.
* To ensure fair representation of their needs and interests, Staff and volunteers should have access to and play a part in the decision-making process.
* Staff and volunteers will be protected against exploitation of their interests.  They will not be put under pressure to do work which goes against their principles.
* Staff and volunteers will be protected against risks which occur as part of their duties.  They are covered by Public Liability Insurance.
* Staff and volunteers will not suffer financial loss because of their volunteering.  They will be provided with adequate tools, equipment, and materials to enable them to carry out their tasks.
* The relationship between paid workers and volunteers will be complementary and mutually beneficial.
* Staff and volunteers may join a Trade Union and will be made aware that some Unions offer free membership to Staff and volunteers.
* Staff and volunteers should familiarize themselves with all Policies and Procedures.

**Main duties and responsibilities of TWiG Team**

* To be responsible for, dynamically plan and oversee the day to day delivery, organisation and smooth running of Forest Schools programmes.
* To evaluate programmes and to continually strive for improvement.
* To promote learning in the outdoor environment and the ethos of Forest Schools and outdoor learning.
* To be responsible at all times for high standards of care and education of all group members in accordance with the Forest Schools Association principles and criteria for good practice.
* To ensure effective communication with team members, parents, volunteers, partner organisations and of course, children.
* To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
* To regularly check and maintain tools and other equipment.
* To keep records as appropriate of emergency contact details for participants, permission forms and achievement of pupils.
* To adhere to all relevant policies and procedures
* To engage in continuous professional development.
* To carry out all other such duties as may from time to time be determined by the line manager.

**Physical Demands**

The work requires moderate levels of physical effort. It involves lifting and handling of equipment and other resources and to be involved in practical activities and physical care of learners and the physical outdoor environment. The role is almost exclusively out of doors and will require working on uneven surfaces and in unpredictable weather conditions.

Please let managers know if any roles or responsibilities pose challenges and further support or reasonable adjustments need to made in order to fulfil your role.

**Safer Working Practices**

The following safer working practices form the basis for our Code of Conduct.

* Confidentiality
* Behaviour
* Dress and appearance
* Gifts, rewards, and favouritism
* Online Safety (including Photography, Videos, Mobile Phones, Smart Watches)
* Physical contact
* One to one situations
* Transporting children
* Intimate/Personal Care
* Reporting concerns

**Confidentiality**

* You must be clear about what information can be shared and when.
* You are expected to treat information received about a child in a discreet and confidential manner.
* You must seek advice from the safeguarding lead if you are in doubt about sharing information.

**Behaviour**

* You will treat all children with respect and dignity.
* You must not use your position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people.
* You will ensure that children's welfare is always paramount.
* You are expected to always act in a professional way and be a positive role model.
* You must recognise that the behaviour or actions in your personal life could compromise your position in the workplace and indicate unsuitability to work with children. Examples of such behaviour are misuse of drugs, misuse of alcohol or acts of violence.
* You must recognise that the behaviour of your partner or family members may raise questions about your suitability to work with children.

**Dress and appearance**

* You need to dress in a way appropriate for your work role.
* Do not dress in a way which could be viewed as offensive or unsafe when doing practical tasks.
* Do not dress in a way which could cause embarrassment or cause a misunderstanding.

**Gifts, rewards and favouritism**

* Always ensure that gifts given or received are declared to your manager.
* Do not accept any gifts which could be seen as a bribe.

**Online Safety**

* Do not add parents or children to your personal social media accounts.
* Do not give out your personal contact information to children or parents. The work mobile phone can be used when calling parents to keep personal numbers confidential
* I will follow the rules for personal mobile phone usage and personal smart watch usage as set out in the safeguarding policy and online safety policy.
* Only use equipment in the organisation to communicate with children and parents. The FAMLY platform should be used to message parents
* Be sure to adhere to all the procedures in our online safety policy.
* Ensure that any online content being shown to children has been checked beforehand and is age appropriate.
* When inappropriate online content is found report to the safeguarding lead immediately.
* When taking photos and videos of children be clear to them about the purpose of the activity.
* Photos or videos taken in 1-1 to situations should be shared on observations on the FAMLY platform and then removed from personal devices including cloud storage.
* Ensure signed parental consent is in place when recording images.
* Ensure the child knows why the images are being taken and that they have agreed, do not carry on if they are uncomfortable or have said no.

**Physical Contact**

* Be mindful that physical contact can be misconstrued by the child or an observer.
* Always be prepared to report and explain your actions.
* Be aware of cultural or religious views on touch.
* Ensure you understand the personal risk assessments of the children you are working with.

**One to one situations**

* Ensure that a charged radio is on your person at all times
* If working with a child in remote or secluded areas make team member aware of where you are.
* Always report situations where a child becomes dysregulated and ask for support when needed.

**Transporting Children (Only in emergency situations)**

* If using your own vehicle ensure it is roadworthy, insured (business insurance) and taxed.
* Ensure your behaviour always remains professional.
* Ensure all passengers are wearing seatbelts.
* Ensure you are fit and healthy to drive.
* Inform parents and commissioning parties of the dynamic risk assessment and need to transport a child.

**Intimate/Personal Care**

* Only perform intimate/personal care to ensure the dignity of a child. Intimate/personal care is not normal practice and part of TWiG provision.
* Make other staff aware of the task you are carrying out. Ask for an observer when necessary.
* Explain to the child what is happening.
* Consult with the safeguarding lead and parents if the procedure could not be followed or completed with the reasons why.

**Reporting Concerns**

* You must listen to, and act upon, any disclosures, allegations or concerns about the welfare of children.
* If a child demonstrates inappropriate behaviour towards you ensure this is reported immediately.
* Be responsible for reporting any safeguarding concerns.
* Ensure you report any behaviour by colleagues which raises concerns.

**I confirm that I have read and understood the Code of Conduct, which I will adhere to.**

**I understand if I breach the Code of Conduct, this will be addressed in accordance with the** **Organisation’s Disciplinary Policy.**

**Name:**

**Signed:**

**Date:** ……………………………………………………………………………………………..