



CODE OF CONDUCT AND CONFIDENTIALITY AGREEMENT FOR ALL STAFF/STUDENTS/VISITORS/VOLUNTEERS WORKING AT SANDIWAY PRIMARY SCHOOL

We request that you read this code of conduct and agree to the principles it contains in order for the school to function successfully.

- Treat all children equally and with respect. Respect gains respect. It is a two-way process.
- Inform another member of staff if you experience behaviour difficulties so that the child can be dealt with appropriately and in line with school policy and procedures. Unless you are employed to work with the children you must not discipline them under any circumstances.
- Conversations that you hear or are part of that relate to children or staff must remain confidential.
- The progress of individual children must not be discussed with others outside the school.
- For your own protection make sure that you are never alone with one child.
- Please avoid all physical contact with the children.
- You may witness inappropriate behaviour that we are already working on with the child, parents/carers and outside agencies as a means to improve. You may not always be aware of this as such information is highly confidential. However, if you have any concerns please speak to the headteacher.
- Mobile phones should not be used in classes and photographs of children must not be taken without consent from the Headteacher.

By signing the school visitor book and wearing a 'Visitor Badge' indicates that you have read this Code of Conduct and agree to abide by the principles it contains.

The school's safeguarding policy is available upon request.