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**Code of Conduct for Staff and Volunteers**

**1. Introduction**

This Code of Conduct sets out the expectations for all staff and volunteers at The Year 10 Summer School. All individuals working with young people must act professionally, respectfully, and in the best interests of pupils at all times. This code helps safeguard both staff and students and supports a safe, supportive environment.

### **2. General Principles**

* Treat all students, parents, and colleagues with respect, fairness, and dignity.
* Act as a positive role model at all times.
* Maintain appropriate professional boundaries.
* Promote an inclusive, safe and supportive learning environment.
* Adhere to all safeguarding and health and safety policies.

### **3. Conduct with Pupils**

* Never engage in inappropriate or overly personal relationships with pupils.
* Avoid physical contact unless necessary for safety or instruction, and always
explain first.
* Do not share personal contact details or communicate with pupils via personal social media or messaging apps.
* Always work in an open environment, avoid being alone with a pupil in a
closed room.
* Report any safeguarding concerns to the Designated Safeguarding
Lead (Roger Reeves) immediately.

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### **4. Professional Behaviour**

* Arrive on time and be prepared for all sessions.
* Dress appropriately and professionally for a school environment.
* Do not consume alcohol or be under the influence of drugs while working.
* Follow instructions from the Course Director and cooperate with colleagues.
* Use language that is appropriate, inclusive, and respectful.

### **5. Confidentiality**

Staff and volunteers must respect the confidentiality of pupils and colleagues. Sensitive information must only be shared with appropriate professionals on a need-to-know basis, in line with safeguarding procedures.

### **6. Breaches of the Code**

Breaches of this Code of Conduct may result in disciplinary action or removal from the summer school. Serious breaches, including those related to safeguarding, will be reported to the appropriate authorities.

### **7. Declaration**

All staff and volunteers will be required to read and sign this Code of Conduct before commencing work at The Year 10 Summer School.