



Staff Code of Conduct

The Purpose and Scope of this Code of Conduct

This Code of Conduct outlines the behaviour and conduct that Phonics Tuition Thurrock expects from all our staff.

The Code of Conduct is there to help us protect children from abuse, and has been informed by the views of children.

Phonics Tuition Thurrock is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

The Role of Staff

In your role at Phonics Tuition Thurrock, you are acting in a position of trust and authority, and have a duty of care towards the children we work with. You are likely to be seen as a role model by children and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of Staff

Staff are responsible for:

- Prioritising the welfare of children
- Providing a safe environment for children
 - Ensuring equipment is used safely and for its intended purpose
 - Having good awareness of issues related to safeguarding and child protection, and taking action when appropriate
- Following our principles, policies and procedures, including those related to safeguarding and child protection
- Staying within the law at all times
- Modelling good behaviour for children to follow
- Challenging all inappropriate behaviour and reporting any breaches of the Code of Conduct to the owner of Phonics Tuition Thurrock
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age

Respecting Children

Staff should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a child's right to personal privacy as far as possible
 - If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child at the earliest opportunity

Diversity and Inclusion

Staff should:

- Treat children fairly and without prejudice or discrimination
- Understand that children are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious beliefs, and appreciate that all participants bring something valuable and different to the organisation
- Challenge discrimination and prejudice
- Encourage children and adults to speak out about attitudes or behaviour that makes them uncomfortable

Appropriate Relationships

Staff should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children
- Ensure your contact with children is appropriate and relevant to the nature of the activity you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children
 - If a situation arises where you are alone with a child, ensure that you are within sight or can be heard by other adults
 - If a child specifically asks for or needs some individual time with you, ensure other staff know where you and the child are
- Only provide personal care in an emergency and make sure there is more than one adult present if possible
 - Unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

Inappropriate Behaviour

When working with children, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children
- Make inappropriate promises to children
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child
- Let children have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children

Upholding this Code of Conduct

You should always follow this Code of Conduct and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Phonics Tuition Thurrock. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the owner of Phonics Tuition Thurrock. If necessary, you should follow our whistleblowing procedure, and safeguarding and child protection procedures.