



# The Cambridge Primary School

Queen's Avenue • Wellesley • Aldershot • Hampshire • GU11 4AA

Tel: 01252 314884 • Email: [info@cambridgeschool.hants.sch.uk](mailto:info@cambridgeschool.hants.sch.uk)

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## Code of Conduct for Work Experience Students (WES)

### Safeguarding Statement

*At Cambridge Primary School, the Health and Safety of all children is of paramount importance. Parents send their children to school each day with the expectation that our school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.*

*Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. The Cambridge Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities and we maintain an attitude of "it could happen here" where safeguarding is concerned.*

*At The Cambridge Primary School, we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.*

**Our Designated Safeguarding Lead (DSL) is:** Miss Sue Tancock

**Our Deputy Safeguarding Leads are:**

Mrs Sarah Kennedy (Headteacher)

Mr Ollie Tomlinson

Miss Fenella Holmes

Mrs Vaiva Krivickiene

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible on the same day. Do NOT conduct your own investigation.

### Code of Conduct Aims

**To support work experience students (WES) with their responsibilities to safeguard children and to act appropriately by following the expected code of conduct.**

**To encourage WES to minimise the risk of inappropriate conduct occurring and thereby enable WES to set a good example to children within the school.**

For the purposes of this code of conduct 'child' or 'children' refers to those on roll at The Cambridge Primary School. However, The Cambridge Primary School is aware that the definition of a child is anyone under the age of 18 and therefore we recognise our statutory duty to safeguard and promote the welfare of work experience students under the age of 18.



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## 1. Policy principles & student conduct and values

1.1 This policy sets out clear guidance on the standards of behaviour expected from WES on placement at The Cambridge Primary School. The principles underlying the guidance aim to encourage WES to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

1.2 WES are in a unique position of trust and influence as role models for children at The Cambridge. Therefore, WES must adhere to behaviour that sets a good example to all children within the school.

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

1.4 The school expects all WES to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children.

1.5 The Cambridge Primary School requires that all WES have read, understood and agreed to comply with this policy. When a WES is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

1.6 Breach or failure to observe this policy may result in termination of the placement at The Cambridge. If the WES is on a placement from their own school, this will be communicated with the school.

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

## 2 Safeguarding, behaviour and conduct

2.1 All WES must uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position
- Having regard for the need to safeguard children's wellbeing
- Showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law
- Having proper and professional regard for the ethos, values, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

2.2 WES should have an understanding of the signs a child is suffering, or is likely to suffer harm. These include, but are not limited to, poor personal hygiene; unexplained bruising; anxiety or extreme shyness around certain individuals; aggression; sudden changes in behaviour; overtly sexual behaviour; age inappropriate knowledge of certain topics; withdrawal during certain activities. WES should know to report any of these indicators, or anything else they think could indicate harm, to the DSL or a DDSL immediately.



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2.3 WES should conduct themselves in a manner in which children see them as volunteers who are working in their school, rather than as older children. If WES are not sure what this would entail, they should speak with staff members and remind themselves of the content of this code of conduct.

2.4 WES should speak positively about the school and the staff members, both during and outside of working hours. They should not share opinions about the school that could bring it into disrepute or cloud someone's judgement on it. This is particularly important when talking with children about staff members and procedures in place.

### **3.0 Dress and appearance**

3.1 All WES must dress in a manner that is appropriate to their role and that promotes a professional image.

3.2 WES 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.

3.3 WES should dress decently, safely and appropriately for the tasks they undertake. Denim is not permitted.

3.4 Tattoos and body art should be covered if containing inappropriate words or images while WES are in school. Discrete earrings are acceptable. However, all jewellery and piercings are worn at the individual's own risk. Care must be taken to ensure they do not cause a health and safety hazard which might injure a child unintentionally. WES must also be aware of their own safety and ensure any jewellery cannot be used by a child to cause harm to themselves. All jewellery must be removed during P.E. lessons in line with the school's expectations of children.

3.5 Footwear must be safe, sensible, in good order, smart, clean and have regard to health and safety considerations.

### **4.0 Smoking, alcohol, e-cigarettes and other substances**

4.1 The Cambridge Primary School is a non-smoking site. WES must not smoke or use e-cigarettes on school premises or outside school gates.

4.2 WES must not consume or be under the influence of alcohol, drugs or other illegal substances on or near school premises during their placement.

### **5.0 Relationships with children, working relationships and social contact outside of school**

5.1 WES must maintain professional boundaries in their interactions with children, parents and others who work for or on behalf of the school, appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. WES should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. WES should think carefully about their conduct so that misinterpretations are minimised.

5.2 WES must not develop personal or sexual relationships with children and must not engage in any sexual activity with a Cambridge child.

5.3 WES must not make sexual remarks to a child or discuss their own sexual relationships with, or in the presence of, children. Conversations of these nature should not take place on the school site.



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## 6.0 Infatuations

6.1 It could be the case that a child develops an infatuation towards a student on work experience. If a WES feels this is becoming the case, they should immediately report this to a member of the safeguarding team (usually the DSL), who will decide on the appropriate way to proceed. All such situations must be responded to sensitively to maintain the dignity of those concerned.

## 7.0 Gifts/Hospitality

7.1 WES may be given small gifts from children, such as drawings or small items. Where this happens, the WES should thank the child and make the class teacher aware, in case any patterns emerge, or the class teacher feels further action needs to be taken.

## 8.0 Physical contact with children

8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, in accordance with The Cambridge Staff Code of Conduct. However, this should not be the case for WES. WES should aim to upload a 'no-touch' policy with the children. Should they believe a child would benefit from physical intervention, for example for first aid or support with equipment in PE, they will need to direct this to a member of staff.

8.2 WES should never touch a child in a way which may be considered inappropriate. They must always be prepared to explain actions and accept that all physical contact be open to scrutiny. WES must not engage in rough play, tickling or fun fights with children.

8.3 If a WES believes that an action could be misinterpreted, the incident and circumstances should be reported to a member of the safeguarding team, recorded and, if appropriate, a copy placed on the child's file.

## 9.0 Behaviour management

9.1 WES must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. WES are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

9.2 WES should be aware that The Cambridge Primary School operates a Behaviour Policy in which we value and encourage a positive approach to behaviour. WES should interact with children in a warm and friendly manner, using praise as much as possible. They should refer to the three school rules: Be ready, Be respectful and Be safe, and the six school values: Respect, Responsibility, Teamwork, Honesty, Excellence and Happiness.

## 10.0 One-to-one situations

10.1 WES should not be left on a one-to-one basis with a child. Any small group or one-to-one work must take place in a classroom with other children and staff around, or in a central area where the activity can still be supervised by a member of school staff.

10.2 WES should not arrange to meet with children from the school away from the school premises unless the rationale for this is clear and known to the school (for example siblings or mutual extra-curricular activities).

## 11.0 Intimate/Personal care



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11.1 WES will not be involved in any intimate or personal care of children. Any situation in which this becomes a possibility should be referred immediately to the nearest member of staff to ensure the WES is not involved in this process.

11.2 WES will only use staff toilets.

## 12.0 First Aid/Medication

12.1 All school staff are trained to administer first aid. If a WES believes a child requires first aid, this must be referred to a member of school staff. During lesson time, this would likely be the class teacher or LSA working in the classroom; at break or lunchtime, this would be a member of staff out on duty, or a member of the office team.

## 13.0 Online safety

13.1 Whilst on placement, WES must not engage in inappropriate use of social media which may bring themselves, the school or the school community into disrepute.

13.2 WES should not make contact with children or children's family members, accept or initiate friend requests or follow children or children's family members' accounts on any social media platform, whom they have met as a direct result of their work experience placement. We recognise there may be existing or future online connections between WES and children or families at this school due to community links.

13.3 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones.

13.4 As a precaution any other devices that can take images or can make contact with other devices (e.g. Smart Watches) should not be used around children.

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

13.6 WES should be mindful of the age of the children at The Cambridge. If children are accessing technology, social media sites or gaming that have age ratings above their chronological age, WES should not engage with any conversations children initiate regarding these, or indeed initiate them themselves. WES should remind children that they are in school and conversations about such things should take place outside of school, with their friends and families.

## 14.0 Photography, video and images of children

14.1 WES should only take photographs of children on school-owned devices, under the instruction of a member of school staff.

## 15.0 Confidentiality, data protection and sharing information

15.1 WES may have limited access to confidential information about children, such as conversations regarding their attainment and targets. All information received about children (including any information regarding their families) should be treated as confidential and not discussed with anyone who is not a member of school staff.



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15.2 WES should immediately share with the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a child or that might suggest a child is in need or at risk of significant harm. WES should pass on information without delay in accordance with The Cambridge Primary School's Child Protection and Safeguarding policy and procedures and this should be recorded. WES must never promise a child that they will not act on or pass on any information that they are told by the child but should give reassurance that the information will be treated sensitively.

15.3 All WES should be aware of the school's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher or if the allegation is against the Headteacher, it should be reported to the Chair of Governors.

## **16.0 Political neutrality**

WES should ensure that their own personal or political opinions do not interfere with any policy of the school. This means that WES should not enter into or encourage inappropriate discussions which may offend or harm others, undermine fundamental British values, express any prejudicial views or attempt to influence or impose their personal values, attitudes or beliefs on children. WES should also be mindful of the age of the children and therefore considerate of age-appropriate topics of conversation.

## **17.0 Compliance**

All WES must complete the form in the Appendix to confirm they have read, understood and agree to comply with this code of conduct.

- GDPR: If you believe there was a data breach, please inform Business Manager immediately.
- Please see our Privacy Notice for volunteers on the school website under School Information section



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### Confirmation of Compliance

The Cambridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To enable us to do so we ensure all staff, governors and volunteers are up-to-date with all safeguarding policies and documentation. It is essential that all students on work experience at The Cambridge Primary School, read and understand and therefore agree to adhere to the Code of Conduct for Work Experience Students.

I confirm that I have read, understood and agree to comply with the Code of Conduct for Work Experience Students.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

When a work experience student is under the age of 18, we require a parent/carer name and signature to confirm that they have supported their young person to read and understand this code of conduct.

Parent/carer name: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_

Date: \_\_\_\_\_