

Code of Conduct for Work Experience Students at The King's School

This code of conduct outlines the expected standards of behaviour and professional practice for all students attending The King's School in a work experience placement.

To ensure a safe, respectful, and productive environment for everyone, we ask all visiting students to follow this Code of Conduct and sign the agreement at the end.

Punctuality and Attendance

- Arrive on time each day and attend all scheduled sessions.
- Inform your school and the placement supervisor as soon as possible if you are unable to attend.
- Meet any deadlines or responsibilities given during your placement.

Communication

- Follow the school values of Love, Compassion, and Respect and treat everyone in the school community with kindness, patience, and understanding.
- Speak clearly and respectfully with all staff, children, and visitors.
- Listen carefully to instructions and follow guidance from supervising adults.

Supervision

- You must be accompanied by a staff member at all times.
- You are not allowed to be alone with pupils at any point during your placement.

Staff Room Access

- The staff room is for school staff only. Please do not enter unless invited by a member of staff.

Mobile Phones

- Phones must be kept out of sight and on silent or switched off during school hours.
- Mobile phone use is only allowed during your designated break times and in approved areas, if permitted.

Safeguarding

- Read and understand the school's [Visitor Leaflet](#) before beginning your placement.
- Never be alone with a child, and always report any concerns immediately to your supervisor or the Designated Safeguarding Lead (DSL).

Personal Conduct

- Act professionally at all times: dress modestly and appropriately, use respectful language, and behave in a mature and responsible manner.
- Remember, you are a role model for the children.

Social Media

- Do not share personal contact information with students or staff.
- Do not post any content related to your placement or the school on social media.
- Avoid inappropriate online activity during your placement.

Health and Safety

- Follow all health and safety guidelines as instructed.
- Report any accidents, hazards, or safety concerns immediately.

Confidentiality

- Any information you learn about pupils, staff, or the school must be kept private and not shared outside the school environment.

Zero Tolerance

- The school has zero tolerance for:
 - Bullying
 - Harassment
 - Violence
 - Discrimination
 - Extremist views or behavior

Reporting Concerns

- If you feel uncomfortable or concerned about anything you see or experience, speak to your supervising adult or the DSL right away.
- You will be told how to report concerns as part of your induction.

We look forward to working with you and hope this experience is both enjoyable and educational. Thank you for supporting our school and helping to create a safe and welcoming environment for our pupils.

I have read and understood the Code of Conduct:

Name:

Signed:

Date: