

## Code of Conduct for External Agencies/ Therapists at The King's School

This code of conduct outlines the expected standards of behaviour and professional practice for all outside agencies and therapists, including volunteers, when working with children at The King's School.

### 1. General Professional Conduct and Values

- **Maintain the highest standards of professional conduct.**
- Act as a **role model for pupils** by consistently demonstrating high standards of behaviour.
- **Adhere to the school values of Love, Compassion, and Respect** at all times.
- **Do not use inappropriate or offensive language.**
- Show tolerance and respect for the rights of others, and **do not undermine fundamental British values.**
- **Refrain from any action that would bring the school into disrepute.**
- **Dress appropriately and professionally** while in school.
- **Wear your ID lanyard at all times** and be prepared to be challenged if without ID.

### 2. Safeguarding and Child Protection

- **Safeguarding and promoting the welfare of children is everyone's responsibility.**
- You have a **duty to safeguard pupils from harm** and to **report any concerns immediately.**
- **Be familiar with the school's Child Protection and Safeguarding Policy and procedures**, as well as relevant statutory guidance such as 'Keeping Children Safe in Education' (Part 1 as a minimum).
- **Report any behaviour that may indicate a child is at risk of harm** to one of the Designated Safeguarding Leads (DSLs) or Deputy Designated Safeguarding Leads. Know who these individuals are (Headteacher, Deputy Head, Assistant Head, SENCO).
- Understand that **low-level concerns** (behaviour inconsistent with expected conduct, causing unease, or a 'nagging doubt', even if not meeting the harm threshold) **must also be reported.**
- If a child discloses information, **do not lead them in questioning; listen carefully, record the concern immediately** as it was said, and **tell the child you must pass on the information** to keep them safe. **Do not promise to keep a secret.**
- **Maintain strict confidentiality** about information regarding pupils, staff, or parents, unless required by law or necessary for child protection.

### 3. Communication and Social Media

- All communication regarding school issues should be made through **official school communication platforms** (e.g., info@kings email), **not directly via personal email addresses, mobile numbers, or WhatsApp.**
- **Do not engage in any class WhatsApp groups**, especially if there is a conflict of roles.

- **Do not attempt to contact pupils or their parents via social media** or any other means outside school to develop any sort of relationship or to report information about school based incidents. Go through the correct escalation process within school.
- **Do not make efforts to find pupils' or parents' social media profiles.**
- **Do not post any images online that identify children who are pupils at the school.**
- If you have personal social media profiles, **do not use your full name** to prevent pupils from finding you, and **set public profiles to private.**

#### 4. Staff-Pupil Relationships and Boundaries

- **Observe proper boundaries with pupils** that are appropriate to your professional position.
- Work in a **fair and transparent way** that would not lead anyone to reasonably assume inappropriate conduct.
- If you must spend time on a one-to-one basis with a pupil, ensure it **takes place in a public place where others can see into the room**, and a colleague or line manager is aware.
- **Avoid contact with pupils outside of school hours** if possible.
- **Personal contact details should not be exchanged** between yourself and pupils, including social media profiles.
- **Gifts from staff/therapists to pupils are not acceptable.**
- If concerned that an interaction may be misinterpreted, **report it immediately** in line with safeguarding procedures.

#### 5. Physical Contact and Handling

- Physical interactions with children must be considered carefully to protect both children and yourself.
- **Only use approved restraint procedures if trained** and if part of a child's personal plan.
- When comforting children, **hands, shoulders, and the top of the back are considered 'safe' and appropriate areas.**
- **Never lift or carry a child.**
- **Never sit children on your lap, except in extreme circumstances and only then with another adult present** in the room.
- If assisting a child to change or wash, **ensure another adult is present.**

#### 6. Data Protection and Photography

- **Comply with data protection principles** and the school's Data Protection Policy.
- Ensure **any personal data you hold is kept securely** and **not disclosed to unauthorised third parties.**
- If using a personal phone to take photographs of children for school-related purposes (e.g., therapy progress), **photographs must not be shared or uploaded to cloud storage** (e.g., iCloud, Dropbox).
- Any school-related images taken with a personal device must be **uploaded to the secure school network photograph location as soon as possible and then deleted from the original device.**

- **Images must be saved using an unrecognisable filename** (a child's name must not be used as part of or as the filename).

## 7. Equality and Inclusivity

- **Treat children as individuals** and make adjustments to meet their individual needs.
- **Call children by their proper names, no nicknames.**
- Recognise the **power imbalances** between children and adults and **ensure that power and authority are never misused.**
- **Ensure children are listened to** and their points of view are positively and respectfully taken into account.
- **Report all inappropriate behaviour by children or staff** to the Senior Leadership Team (SLT).

## 8. Adherence to School Policies

- Read and be familiar with **all relevant school policies**, referring to and applying them in your daily responsibilities. These are available on the school website.
    - Child Protection and Safeguarding Policy
    - Online Safety Policy
    - Behaviour Policy
  - **Failure to follow this code of conduct may result in disciplinary action** being taken by the school, as set out in their staff disciplinary procedures.
-