

# **CODE OF CONDUCT POLICY**

## **Read With Me**

Registered company number 12594043

### **STAFF AND VOLUNTEER CODE OF CONDUCT**

At Read With Me we are very lucky to have supportive and friendly staff and volunteers. All recognise that improving children's reading ability, social skills, communication and confidence is key to a better outcome and future for them.

#### **AIMS**

The purpose of this policy is to provide a reminder to all Read With Me staff and volunteers about expected conduct so that we can work together to ensure a safe and positive environment for everyone.

#### **CODE OF CONDUCT**

We expect all staff and volunteers to show respect and concern for others by:-

- supporting the respectful ethos of Read With Me by setting a good example in their own speech and behaviour towards all fellow members of staff and volunteers
- working together with each other and with school staff for the benefit of children
- approaching the relevant Read With Me staff member to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution
- reinforcing the applicable school's policy on behaviour
- respecting the learning environment appropriately.

All Read With Me volunteers should -

- Sign in and out of the premises and wear a Read With Me lanyard and at all times, along with a Visitor's badge, if requested by the school.
- Discuss with the School Designated Safeguarding Lead if you feel any way uncomfortable about the behaviour of a child.
- Ensure all mobile phones are turned off when on site. In an emergency please use the phone in the main School office.
- Take note that all photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Designated Safeguarding Lead.
- Inform the school immediately, screen print the page and do not respond if a child attempts to make contact with you through a social networking site.
- Be mindful that clothing should be respectful of pupils, staff and the working environment and community.

**In order to support a peaceful and safe environment when in schools, Read With Me and the applicable school do not tolerate:-**

- disruptive behaviour which interferes with the operation of a classroom, an office

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- area or any other part of the school grounds
- using loud and/or offensive language or displaying temper
- threatening harm or the use of physical aggression towards another adult or child
- damaging or destroying school property
- abusive, threatening, malicious or inflammatory letters, emails, phone or social network messages
- smoking and consumption of alcohol or other drugs, or accessing any school site whilst intoxicated.

### **BREACHES OF THIS CODE**

In all cases Read With Me will:

- Make a record of the incident
- Issue a warning letter about the inappropriateness of the behaviour
- Inform the Chair of the Advisory Boards of the incident
- Where appropriate, take further legal advice and action as deemed necessary in consultation with the advisory board. The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that all staff and volunteers will fully support this Code of Conduct.