Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

STAFF AND VOLUNTEERS CODE OF CONDUCT

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose and scope

This Code sets the standards of behaviour expected from trustees, employees, teachers, teaching assistants, volunteers, parent helpers, contractors and other adults acting on behalf of the School. It should be read with the Safeguarding and Child Protection Policy.

2. Core expectations

- Act in the best interests of children and treat every person with dignity and respect.
- Maintain professional boundaries and avoid behaviour that could reasonably be interpreted as intimidating, discriminatory, sexualised, exploitative or abusive.
- Follow School policies, reasonable instructions, risk controls and safeguarding procedures.
- Model calm, respectful and appropriate behaviour and language.
- Report safeguarding concerns, unsafe practice, conflicts of interest and serious breaches promptly.

3. Professional boundaries and one-to-one contact

Adults must not seek or encourage inappropriate personal relationships with pupils. One-to-one work should, where practicable, take place in an observable or interruptible environment. Adults should avoid unnecessary isolation with a child and should be able to explain the purpose and circumstances of any one-to-one contact.

4. Physical contact and behaviour management

Physical punishment, humiliating or degrading treatment and deliberate physical or psychological harm are prohibited. Any physical contact must be appropriate, proportionate, necessary in the circumstances and in the child's interests. Behaviour should be managed consistently with School rules and safeguarding principles.

5. Communication, social media and images

- Use approved School communication channels for contact with pupils and families.
- Do not use personal messaging or social-media relationships with pupils in a way that breaches professional boundaries.
- Do not take, retain, publish or share photographs or recordings of pupils except for an authorised School purpose and in accordance with consent/privacy arrangements.
- Do not discuss confidential pupil, family or staff information with people who do not need to know it.

6. Gifts, favouritism and conflicts

Adults must not give or accept gifts, benefits or favours that could create an obligation, appear to influence a decision or undermine professional boundaries. Any material conflict of interest should be declared to the Headteacher or Chair of Trustees as appropriate.

7. Alcohol, drugs and smoking

No adult may work with or supervise children while impaired by alcohol, illegal drugs or any substance that makes them unfit to carry out their role safely. Smoking or vaping must follow the premises rules and must not take place while supervising pupils.

8. Safeguarding concerns about adults

Any concern that an adult has harmed a child, may have harmed a child, may pose a risk of harm or may be unsuitable to work with children must be reported immediately in accordance with the Safeguarding and Child Protection Policy. Lower-level concerns should also be reported and recorded. Adults must not investigate allegations themselves.

9. Breaches of this Code

A breach may lead to removal from duties, management or disciplinary action, termination of volunteering or contractual arrangements, safeguarding referral, referral to the Local Authority Designated Officer, Disclosure and Barring Service or police where appropriate.

18. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page