

NWLJDS CODE OF CONDUCT FOR AGENCY STAFF AND VOLUNTEERS

All staff and volunteers at NWLJDS have a responsibility to keep our children safe. You are accountable for the way in which you exercise your authority. You must maintain positive relationships with the children and your colleagues. This is a fundamental aspect of providing a good education.

EVERY child matters at North West and keeping our children safe, happy and functioning as a valued member of the school community whilst developing their individuality is paramount.

All adults in the school environment are in a position of trust and authority and it is your duty to promote a safe, professional and positive culture within NWLJDS.

Duties of all adults in a position of responsibility:

1. Participate and lead in creating and maintaining a **positive learning environment** for pupils and a pleasant and fulfilling work environment for your colleagues - staff, volunteers and visitors.
2. **Avoid a harsh/aggressive approach or intimidation**, which could damage childrens' and colleagues' self-esteem and confidence and make the workplace unpleasant for all.
3. Maintain **clear and appropriate boundaries** and avoid any behaviour that could be misconstrued by others.
4. **Manage your behaviour through positive and constructive strategies** in order to provide an outstanding holistic education. Any behavioural consequences and sanctions should be administered only when necessary, appropriately and proportionately. Shouting should be avoided unless absolutely necessary, in circumstances such as protecting or preventing a child from immediate harm.

Please keep this code of conduct at the forefront of your responsibilities so that we provide an outstanding learning environment that enables children to flourish, progress and achieve in a warm atmosphere of respect and love with high expectations.

NORTH WEST LONDON JEWISH DAY SCHOOL

180 Willesden Lane
London, NW6 7PP

T 020 8459 3378
F 020 8451 7298
www.nwljds.org.uk
admin@nwljds.org.uk

Headteacher
Miss Judith Caplan B.Ed Hons
Principal
Dayan Ivan Binstock
Patron
Chief Rabbi Ephraim Mirvis

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Staff and volunteers should:

1. **Model** the characteristics you are trying to inspire in our pupils, including enthusiasm for learning, honesty, tolerance, patience, punctuality, self-discipline (especially not talking in assembly) and genuine caring for others.
2. **Not use sarcasm** or demeaning comments to anyone within the school. It is opposed to what the school is aiming to do.
3. Speak in a tone of **respect and care** to colleagues and other adults even when instructing or holding others to account.
4. Adhere to the **school ethos** including in matters of dress, dressing in smart, professional attire with adherence to Jewish values of modesty. Female staff, volunteers and visitors should not wear trousers and ensure dress/skirt is knee-length and tops have sleeves and neckline is covered.
5. Work in an **open and transparent** manner, avoiding any actions that would lead a reasonable person to question your motives and intentions.
6. Maintain a **professional and warm relationship** with pupils, ensuring that boundaries are implemented at all times. The staff – pupil relationship should facilitate, encourage and enable learning in a positive way built on mutual respect.
7. Not establish or seek to establish **inappropriate contact** with pupils outside of school unless they are relatives or have a pre-existing relationship within the community such as family friend. Inappropriate contact includes:
 - a. Personal email addresses or mobile phones;
 - b. Social networking sites such as Facebook or Twitter;
 - c. Giving home address, phone number, personal email address or any personal details to pupils;
 - d. Transporting pupils in own vehicle without school management and parental consent;
 - e. Tutoring a pupil of the school (unless the Headteacher has authorised this under special circumstances) outside school hours.
8. Inform the Headteacher or designated child protection teacher if you sense that a child is becoming **infatuated** with you in an inappropriate manner.

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9. Allow children to change clothes with levels of **respect and privacy** appropriate to their age, gender and circumstances.
10. Not have **physical contact** with a child other than in response to a child's needs and in a manner that is appropriate. Situations where you are alone with a child without the sight of other children or staff should be avoided where possible.
11. Never use **physical punishment** of any kind. You must be careful when redirecting a child that you should not grip the child with excessive force even if you are simply trying to help the child. Physical contact that could be misconstrued, for example touching a child when telling them off, should not be used under any circumstances.
12. Read, understand, attend annual **child protection training** and adhere to the school's Child Protection and Safeguarding Policies in order to make sensible decisions and understand the correct line of action to take if there are concerns.
13. **Maintain confidentiality**: where you may have access to confidential information about pupils or their parents/carers, you must not reveal such information except to those colleagues who have a professional role in relation to the pupil/parents.
14. Always maintain **respect** for pupils and their families even within closed confidential staff discussions.
15. Maintain a **safe and hygienic environment** by ensuring tidying up and clearing up after use of school environment.
16. Use the school **digital facilities** when recording children's work and progress. Mobile phones should not be used.

In addition volunteers and visitors should:

1. Work within the **school routine**. The school routines keep everybody safe and the school running smoothly.
2. **Not discipline** the children but refer any matters of discipline to the teacher.
3. Not use your role within the school to access **confidential information** such as mark books or behaviour records. If you come across information of this nature e.g. seeing names of children on red traffic light in a classroom, you should maintain confidentiality and not inform parents of those children.

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4. **Report any Safeguarding concerns** to the Safeguarding officer Miss Caplan before leaving the school premises.

At NWLJDS we are a family where everybody matters and we work together for us all to be successful, safe, happy and productive and for us all to reach our potential.

I have read and will adhere to the North West London Jewish Day School staff and volunteer Code of Conduct.

Signed _____ Date _____

NAME _____

ROLE _____

This form should be signed and handed to Jolene Wernars (In the office)

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