



PROFESSIONAL CONDUCT OF STAFF

Smoking - Please do not smoke/vape with, or in sight of, the students. Do not ever provide smoking paraphernalia to students **or ask them for any yourself.** No smoking/vaping inside or near the buildings.

Personal phone use - Please respectfully keep the use of phones during the working day to a minimum, please **do not** use personal phones in class at any point. Please do not ever store photos of students on your personal phone, if used for a session please upload and then delete from your phone immediately.

Time keeping - Please arrive at work on time and do not leave early without approval from your line manager. We are role models for our students, so it is vital staff are in the class with the room set up ready to start the session **before the students arrive.**

No touch - Avoid all physical contact with students. This is for their and your protection. We have students with historic negative experiences of touch and SEN sensory overload or awareness where the reaction could be accidentally volatile.

Students outside of Dv8 - Please avoid contact with students outside of Dv8 and **do not ever arrange to meet them outside of planned college times.** If you do find you run into a student outside of work hours, politely say hello and remove yourself from their environment. Inform the Safeguarding Lead as soon as possible. Do not leave yourself in a vulnerable position outside of the building or undertake any lone working without a manager's permission.

Social media - Staff are to never accept any student's request of friendship on social media. Dv8 strongly discourages facebook contact with ex students especially if recent leavers or if they are still in contact with current students. No reference is to be made to DV8 on personal social media channels.

Confidentiality - We can never promise to keep confidential (secret) any disclosures or information, particularly where we feel someone is at risk of harm. We have a duty of care to our students to pass on information for their protection and safety.

Drugs - We do not tolerate a student or staff being under the influence in the building or carrying substances on their person. Although handled sensitively, Students disobeying this rule are immediately to be suspended 'pending investigation' for standard of one week then invited in for reintegration meeting with parent/key worker to discuss outcome and actions for moving forward with a contract.

Medication - We are not able to provide pharmaceutical medication for students, do not offer painkillers, cold relief products or anti-histamines etc. Any first aid to be administered by trained staff only.

Signing in / Staff badges - Please ensure you sign in and wear your staff badge at all times. This is to ensure our students are aware of who is staff and safeguard from strangers accessing the building un-monitored.

Possessions - Never agree to take responsibility or 'look after' a students personal possessions, equipment or money.

Thank you for your continued professionalism.

Dv8 Senior Management Team - 2019