



East Summer School Code of Conduct Code of Conduct Policy

London Legacy Development Corporation

East Summer School

1. Purpose of document and summary

The aim of East Summer School (ESS) is to ensure that it provides a safe, respectful and inspirational environment for all participants.

The Code of Conduct is an integral part of setting the expected standards and supports the principle that our people should know what is expected of them in terms of standards of performance, conduct and behaviour, and the likely consequences of any failure to meet these standards. We will provide guidance and where necessary give appropriate adjustments to assist our participants to meet standards. The aim is to establish a culture where children under the age of 17, welfare is a primary concern.

1.1 Expectations for students

All participants are expected to:

1. **Treat others with kindness and respect** – including peers, staff and parents/guardians.
2. **Use positive language** – no swearing or verbal abuse.
3. **Respect difference** – in opinions, cultures, abilities and backgrounds.
4. **Look after property** – including onsite resources, equipment and facilities.
5. **Follow instructions from delivery staff** – especially regarding safety and participation.
6. **Stay within supervised areas** – no leaving the site without permission from staff.

1.2 Breaches of Conduct & Consequences

If a student breaches the Code of Conduct:

1. **First incident** – verbal reminder and reflection discussion with a staff member.
2. **Second incident** – parent/guardian contacted, and incident recorded.
3. **Serious or repeated breach** – immediate removal from the programme if the behaviour persists, and parents/guardians will be contacted to support this.

Examples of serious breaches: *Bullying, physical violence, deliberate damage to property, discriminatory remarks or behaviour that's risks the safety of others.*

1.3 Parents/ guardian responsibility

Parents and guardians agree to:

- Support their child in following the Code of Conduct.
- Engage promptly with staff if contacted regarding behaviour or safety concerns.
- Provide accurate information on their child needs and relevant support requirements before the programme begins.
- Model respectful and constructive communication with all East Summer School staff and participants.

By enrolling your child, you agree to uphold this code of conduct and ensure your child understand it.

- You acknowledge that failure to support staff in resolving behavioural or safety concerns may result in your child being withdrawn from the programme at any stages.
- In cases where conduct from a parent or guardian causes disruption, undermined staff or poses a risk to the wellbeing of others, we reserve the right to withdraw the student from the programme immediately.

