

## **Code of Conduct Policy**

All adults involved in English Speaking Board (ESB) activities should follow the ESB Code of Conduct. You must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of bullying, harassment or abuse.

### **All Examiners and staff involved with ESB should:**

- Treat everyone with respect
- Act as a good role model of appropriate behaviour.

### **All Examiners and staff involved with ESB activities must:**

- Ensure at least one other person is present when working with young people or at least be within sight or hearing of others
- Remember that your actions, remarks and gestures can be misinterpreted, no matter how well intentioned
- Provide access for participants to talk through any concerns they may have
- Encourage candidates to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that caution is required when dealing with bullying, bereavement, abuse and other sensitive issues
- Not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, harassment etc.)
- Not have any inappropriate physical or verbal contact with others
- Not jump to conclusions about others
- Not allow themselves to be drawn into reacting to inappropriate attention seeking behaviour such as tantrums or crushes
- Not exaggerate or trivialise harassment or child abuse issues
- Not show favouritism