



Woodborough CE Primary School Code of Conduct for safer practice

This policy is linked to the following other school policies:

School Child Protection Policy
School Behaviour Policy
Use of Reasonable Force: advice for Headteachers, Staff and Governors
Whistleblowing Policy
WCSB Social Networking Policy
Code of Conduct for Teaching and Support Staff in Schools
Disclosure and Barring Service (DBS) checks policy and procedures
E-safety Policy
Educational Visits Policy
SEN Policy
Supporting Pupils with Long Term Medical Conditions Policy
Intimate Care Guidelines
Use of Photography and Video Guidelines

In addition all staff will have read Part 1 of *Keeping Children Safe in Education*, September 2016 (available on the school server).

Woodborough CE Primary School staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

The Code of Conduct should be provided to all staff –including temporary staff and volunteers- on induction.

Introduction

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to **safeguard** both adults and pupils. It refers to and complements other policies and guidance in our school.

Always remember that while you are caring for other people's children, you are in a position of **trust** and your responsibilities to them and the organisation must be uppermost in your mind at all times. The child's welfare is paramount (Children Act 1989).

This policy is based upon the DCSF document 'Guidance for Safe Working Practice for Adults Who Work with Children and Young People in Education Settings' (October 2015), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in the school should know the name of the Designated Safeguarding Lead in the school, be familiar with the school's child protection policy,

and understand their responsibilities to safeguard and protect children and young people.

Our Designated Safeguarding Lead and Deputy are:

DSL – Headteacher, Mrs Sarah Brewis

Deputy DSL - Deputy Headteacher, Mrs Prathayini Wright

Nominated Governor – Dr Tim Atkins

Confidentiality

As part of their responsibilities, staff may be given highly sensitive or private information. The storing and processing of personal information about pupils is governed by the Data Protection Act 1998. Such information should be kept confidential and shared on a need-to-know basis only.

This means we should:

- be clear about what information can be shared and in what circumstances it is appropriate to do so.
- be expected to treat information we receive about pupils in a discreet and confidential manner.
- seek advice from a senior member of staff if we are in any doubt about sharing information we hold or which has been requested from us.
- know who to report concerns or allegations to.

Power and Positions of Trust

All adults working in education settings are in positions of trust as the relationship between an adult and a child or young person is not equal.

Adults should not:

- use their position to gain access to information for their own or others' advantage.
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine pupils.
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so.

Propriety and Behaviour

All of us have a responsibility to maintain public confidence in our ability to safeguard the welfare and best interests of young people.

We should therefore not:

- behave in a manner which would lead any reasonable person to question our suitability to work with children or act as a role model.
- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such.

We should therefore:

- be aware that behaviour in our personal lives may impact upon our work with

pupils.

- follow any codes of conduct deemed appropriate by our school.
- understand that the behaviour and actions of our partner (or other family members) may raise questions about our suitability to work with pupils.

Use of Personal Living Space –maintaining privacy and professional boundaries

We should not invite any student into our home unless the reason for this has been firmly established and agreed with parents/carers and senior managers.

This means that we should:

- be vigilant in maintaining our privacy and be mindful of the need to avoid placing ourselves in vulnerable situations.
- challenge any request for our accommodation to be used as an additional resource for the school.
- be mindful of the need to maintain professional boundaries.
- refrain from asking pupils to undertake personal jobs or errands.

Gifts, Rewards and Favouritism

- ensure you are aware of the school's Gifts, Hospitality and Sponsorship guidelines in the Code of Conduct for Teaching and Support Staff in Schools.
- only give gifts to an individual young person as part of an agreed reward system. Otherwise it could be misinterpreted as a gesture either to bribe or groom a pupil/young person.
- where giving gifts other than as above, ensure that these are of insignificant value.
- ensure that all selection processes which concern pupils are fair and that wherever practical these are undertaken and agreed by more than one member of staff.

Infatuations

Infatuations by a young person carry a high risk of words or actions being misinterpreted and every effort should be made to ensure that our behaviour is above reproach.

Therefore we should:

- report and record any incidents or indications (verbal, written or physical) that suggest that a child or young person may have developed an infatuation with a member of staff.
- always acknowledge and maintain professional boundaries.

Dress and Appearance

Adults should wear clothing which:

- is appropriate to their role
- is not likely to be viewed as offensive, revealing or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive

Communication with Young People (*including the Use of Technology*)

Adults should:

- ensure that personal social networking sites are set as private and pupils are never listed as approved contacts.
- never use or access social networking sites of pupils,
- not give their personal contact details to pupils, including their mobile phone number.
- only use equipment provided by the school to communicate with children, making sure that parents have given permission for this form of communication to be used.
- only make contact with children for professional reasons and in accordance with the school's E-Safety policy.

Use of Social Networking Services

Please refer to the WSCB Social Networking Policy 2015.

Social Contact

If a pupil or parent seeks to establish social contact, adults should:

- have no secret social contact with pupils or their parents.
- consider the appropriateness of the contact according to their role and nature of their work.
- always approve any planned social contact with children or parents with senior colleagues.
- advise senior management of any social contact that they have with a child or a parent with whom they work.
- report and record any situation, which may place a child at risk or which may compromise the school or their own professional standing.
- be aware that the sending of personal communications such as Birthday or Faith cards should always be recorded and/or discussed with the line manager.
- understand that some communications may be called into questions and need to be justified.

Physical Contact

It is crucial that in all circumstances, we should only touch students in ways which are appropriate to our professional or agreed role and responsibilities.

We should:

- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- never touch a child in a way which may be considered indecent
- always be prepared to report and explain action and accept that all physical contact could be open to scrutiny
- not indulge in horseplay.
- always encourage children, where possible, to undertake self-care tasks independently. Where a child does need help, ensure there is another member of staff present.
- work within Health and Safety regulations.
- be aware of cultural or religious views about touching and always be sensitive to issues of gender.
- understand that physical contact in some circumstances can be easily misinterpreted.

Staff/pupils relationships and sexual contact

Any relationship formed between an adult and a child or young person with whom they work, regardless of whether the child or young person consents or not, may be regarded as a criminal offence and will always be a matter for disciplinary action.

In particular our attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

This means we should:

- ensure that relationships with pupils clearly take place within the boundaries of a respectful professional relationship
- take care that our language or conduct does not give rise to comment or speculation.

Behaviour Management

All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.
(Please refer to the school's Behaviour Policy)

Appropriate use of language

We must behave in a mature, respectful, safe, fair and considered manner at all times.

We must ensure that we model appropriate language at all times.

Students in distress

We should use our professional judgement to comfort or reassure a student in an age-appropriate way whilst maintaining clear professional boundaries.

Intimate Care/Personal Care

The procedures to be followed are set out in the school's Guidelines on Intimate Care.

First Aid and Administration of Medication

- appropriate training will be provided before an individual takes on a role which may require administering first aid or medication.
- health care plan may be drawn up when considering the needs of a pupil.
- include permission of parents, informing parents/carers when first aid has been administered, recording actions.

(Please refer to the school's Supporting Pupils with Medical Conditions Policy).

1:1 situations

Where there is a need for us to be alone with a student, certain procedures and explicit safeguards must be in place.

- if lone working is an integral part of the role, that full and appropriate risk assessments have been conducted and agreed.
- avoid meetings with a child in remote, secluded areas

- always inform other colleagues and/or parents/ carers about the contact beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' signs wherever possible.
- always report any situation where a child becomes distressed or angry to a senior colleague.
- carefully consider the needs and circumstances of the child in these situations.

Home Visits / Lone working Situations –please refer to Wiltshire Council procedures:

<http://thewire.wiltshire.council/hrdirect/hsloneworking/loneworkingpolicy.htm>

All work with pupils and parents/carers should, whenever possible, be undertaken in the school. There are however occasions where it is necessary to arrange a homevisit.

Unless previously agreed staff must not visit alone.

Trips and outings

Risk Assessments are completed by the teacher in charge of the visit, using the Local Authority approved 'Evolve'.

Parents/ Carers are informed of all details of the visit prior to it going ahead.

Transporting pupils

(Please refer to the school's Health and Safety Guidelines on the use of Staff and Volunteer's Private Vehicles to transport children)

Include:

- Parents/carers permission
- The importance for own vehicle to be appropriately insured for business use etc.
- Ratio of pupils/adults
- Ensure that all passengers wear seat belts
- Transporting student outside normal working duties
- Procedure in an emergency situation.

Photography and Video

(Please refer to the school's E Safety policy and Photography and Video Guidelines)

When a pupil starts at Woodborough CE Primary School, we seek permission from parents/carers to include their photograph in school publications. We keep a school record of the names of those pupils whose parents have refused permission. Even with parent permission, whenever we plan to take images it is good practice for us to contact parents occasionally, e.g. when the school prospectus is updated. We should be mindful when taking images in certain situations e.g. swimming pool. It is not appropriate for any of us to take photographs of pupils for personal use/ social media.

Access to inappropriate images and internet usage

Adults should not use equipment belonging to the school to access adult pornography. Neither should these images be brought into the workplace.

Where indecent images of children or other unsuitable material are found, the Headteacher must be immediately informed; they will in turn alert the police and the designated officer(s) from the local authority as a matter of urgency.

Please refer to the CP Policy for the allegation management procedures used by Woodborough CE Primary School.

Whistle Blowing

Refer to Woodborough CE Primary School's Whistleblowing Policy

Sharing Concerns and Recording Incidents

If you have any concerns about a pupil's welfare, please refer to the school's CP Policy. Allegations against staff should be reported to the Headteacher.

If the allegation concerns the Headteacher, the Chair of Governors (Mrs Sally Gilbey), must be alerted instead.

Reference documents

- *'Guidance for Safer Working practice for adults who work with children and young people'* (Government offices – October 2015)
- *'Keeping Children Safe in Education'* 2016
- *'What to do if you're worried a child is being abused'* 2015
- *'Information sharing advice for safeguarding practitioners'* 2015
- *WSCB Social Networking policy* 2015
- School policy documents
- WSCB website

Policy review

The Governing Body will undertake an annual review of the Code of Conduct and remedy any deficiencies and weakness found without delay.

Date of policy last review: November 2015

Date of next review: September 2016