



Greentrees Primary School Code of Conduct for Safer Practice

This policy should be read alongside the following other school policies:

- Child Protection (Safeguarding)
- Behaviour and Discipline
- Anti-Bullying
- E-Safety
- Confidentiality
- Physical Intervention
- Intimate Care
- Health and Safety
- Whistle Blowing
- Dress Code
- School Visits

In addition all staff will have read Part 1 of *Keeping Children Safe in Education*, September 2016.

Greentrees 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' (March 2009), 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 (DSL) and Deputy 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. At Greentrees, the DSL is the headteacher, Ray Picton and the Deputy is Alan Geary.

School employees need to:

- read this policy;
- ensure they understand it;
- ask if there are any points that are unclear;
- use this code of conduct, alongside other school policies, to guide them in their role.

Breach of this code of conduct may lead to disciplinary action which could result in dismissal. Please refer to the disciplinary procedure for more information.

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.

All staff, Governors and volunteers should all know and implement the school's confidentiality policy. We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a 'need to know' basis.
- Not discussing personal information relating to any of our stakeholders, i.e. those who are connected to the school, in a general way or where it may be overheard.
- Keeping all personal records confidential.
- Using teaching methods which protect confidentiality.

NB – Children cannot be promised confidentiality where safeguarding issues are concerned.

Power and Positions of Trust

As an adult working in our school, you will assume a position of trust amongst the pupils and their parents. This position must not be abused. All decisions and behaviours should be made, in as far as possible, in the best interests of the child and their well-being.

You should provide a good example and a positive role model to pupils.

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.

Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:

- Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
- Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child.
- Always give consideration to a child's health, safety and well-being.

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.

Gifts, Rewards and Favouritism

It is recognised that parents and carers sometimes like to show their appreciation by the giving of a gift. Small gifts may be accepted by members of staff. However, you should not give or receive (other than token) gifts unless arranged through school; the giving of gifts can risk being misinterpreted as a gesture either to bribe or to groom a young person.

Avoid perceptions of favouritism or unfairness; treat all pupils equally – never build 'special' relationships or confer favour on particular pupils

Infatuations

At times young people or parents/carers can become infatuated with a member of staff. This should be reported to DSL or deputy who will investigate accordingly, seeking advice from LA.

Dress and Appearance

Staff, Governors and volunteers should maintain a formal and professional standard of dress that is appropriate for the role and activity including class, sport and fieldwork, for example. Please refer to the staff dress code.

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

Adults working in school should not exchange personal details with pupils. The implications of exchanging details with parents and carers should usually be avoided, except in special circumstances.

Do not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems), without informing the parents or a senior member of staff.

Refer to the school's E-Safety Policy

Use of Social Networking Services

Please refer to the school's E-safety Policy (Social Networking).

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.

- Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice referred to above)
- Do not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children

Refer to the school's Intimate Care Policy and Physical Intervention Policy

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).

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. When dealing with challenging behaviour, we follow the school behaviour policy. Where there has been use of restricted physical intervention the appropriate reporting to the LA will be followed. (It is school policy to try and avoid physical intervention.)

Refer to the school's Behaviour and Discipline Policy and Use of Physical Restraint Policy.

Appropriate use of language

We must behave in a mature, respectful, safe, fair and considered manner at all time, this includes the manner in which we address pupils. At all times a professional demeanour must be maintained. Use of foul, abusive or offensive language and swearing will not be tolerated and may result in disciplinary action.

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

Refer to the 'Intimate Care' Policy.

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
- A 'Health Care Plan' will be drawn up, when required, in liaison with medical professionals and school nurse.
- We make a record when first aid has been administered and this is recorded. Usually, this will be reported to parents/carers.
- We seek permission for use of plasters, when required, and never administer medication without parental consent.

1:1 situations

Where there is a need for us to be alone with a student, staff should follow the guidance in this policy and the policies listed above.

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 home-visit e.g. for purposes of induction of Early Years pupils, and for visits by our Parent Support Adviser. Staff conducting such visits should ensure that they inform the school office of their whereabouts.

Trips and outings

Staff must always complete a risk assessment (using the 'Evolve' risk assessment), before conducting any 'off-site' activity. You should refer to the 'School Visits' Policy, and in particular the 'Aide Memoire' for planning a trip.

Transporting pupils

When transporting pupils we will ensure:

- Parents/carers permission is sought.
- Vehicles will hold business use insurance.
- That all passengers wear seat belts, and booster seats will be used when appropriate.
- That in an emergency situation, we endeavour to follow the above criteria.

Photography and Video

- Refer to the school's E-safety policy
- When a student starts at Greentrees we seek permission from parents/carers to use photography. The names of those students whose parents have refused permission, are indicated on a class/school list.
- It is not appropriate for any of us to take photographs of students for personal/private use.

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 Safeguarding CP Policy for the allegation management procedures used by Greentrees Primary School.

Whistle Blowing

Refer to separate policy

Sharing Concerns and Recording Incidents

Refer to the school's Child Protection (Safeguarding) Policy and the 'What to do if...' and 'Allegations against Adults' flow charts on display in the office, staff room, head's office and staff study.

If you have any concerns about a student's welfare please seek advice from Headteacher or deputy head teacher, as detailed in the above named policies. If the allegation concerns the Headteacher, the Chair of Governors must be alerted instead.

Guiding Principles:

As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:

- Is this needed to meet the pupil's needs?
- Is there a professional reason for me to do it?
- Can I do it in a way which is safe for both the child and for me?

Only if the answer to all three questions is YES should the adult take the course of action.

Reference documents

- *'Guidance for Safer Working practice for adults who work with children and young people'* (Government offices – Jan 2009)
- *'Keeping Children Safe in Education'* November 2016
- *'What to do if you're worried a child is being abused'* 2015
- *'Information sharing'* 2015
- *WSCB Social Networking policy* 2015
- School policies handbook
- 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: September 2017

Date of next review: September 2018