

Lydiard Millicent CE Primary and Ridgeway Farm CE Academy

POLICY: CODE OF CONDUCT FOR SAFER PRACTICE

Member of staff responsible	
Governor responsible	
Committee responsible	Staffing
Date agreed with staff	
Date discussed with pupils	NA
Date agreed at Committee	May 2017
Date approved at Governing Body	May 2017
Frequency of policy review	Triennial
Date next review due	May 2020
Statutory Policy	Yes
Review Level	All

Document Version Control

Issue Number	Issue Date	Summary of changes
1.1	Sept 2011	Staff to sign in agreement to this policy, Addition of points to do with photographs, mobile phones and social networking sites
2.0	Sept 2014	Additional agreements about use of i-Pads, tablets and social media sites
2.1	May 2017	Rewording and making policy joint

Introduction

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

- ❖ School Safeguarding and Child Protection Policy
- ❖ School Behaviour Policy
- ❖ School policy on physical interventions
- ❖ School Computing Policy
- ❖ Keeping Children Safe in Education (DfE Sept 2016)

This policy is based upon the attached DfE document 'Guidance for Safe Working Practice for Adults Who Work with Children and Young People in Educational Settings (Oct 2015).

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.

Underpinning principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- Staff should apply the same professional standards regardless of gender, culture, disability, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching and Leadership (NCTL)
- Staff and managers should continually monitor and review practice to ensure guidance is followed
- Staff should be aware of and understand the establishment's child protection policy, arrangements for managing allegations against staff, whistle blowing procedure and their Local Safeguarding Children Board LSCB procedures.

Responsibilities of staff, volunteers and visitors to the school

- Be familiar with and work in accordance with the school's policies, including in particular:
 - ✓ Child Protection
 - ✓ Behaviour
 - ✓ Physical Intervention
 - ✓ E-Safety
 - ✓ Intimate Care
 - ✓ Health and Safety
 - ✓ Use of Photography
 - ✓ Whistle-blowing
- Provide a good example as a positive role model to all pupils on roll
- Understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Take responsibility for their own actions and behaviour
- Behave in a mature, respectful, safe, fair and considered manner. For example, ensure that comments are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating, humiliating or otherwise offensive nature
- Do not discriminate favourably or unfavourably towards any child. For example, treat all pupils equally - never build 'special' relationships or confer favour on particular pupils
- Do not give or receive (other than token) gifts unless arranged through school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety
- 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
- Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text, social media and other messaging systems)
- Not use status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

Making professional judgements

As a general principle, when thinking about taking any course of action, adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff will discuss the circumstances that informed their action, or their proposed action, with their line manager or the designated safeguarding lead. Discussions and actions taken with justifications will be recorded as well as any areas of disagreement. If necessary, a referral will be made to another agency.

Confidentiality

Staff are expected to:

- treat information they receive about pupils and families in a discreet and confidential manner
- seek advice from a senior member of staff (DSL) if they are in any doubt about sharing information they hold or which has been requested of them
- be clear about when information can/must be shared and in what circumstances
- know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- ensure that where personal information is recorded using modern technologies that systems and devices are kept secure.

Standards of behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They must adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

Staff should be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children. Also staff should understand that a person who provides Early Years education may be disqualified because of their "association" with a person living or employed in the same household who is disqualified.

Dress and appearance

Staff should wear clothing which:

- promotes a positive and professional image and is appropriate to the role
- is not likely to be viewed as offensive, discriminatory, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is compliant with professional standards.

Communication with children

Staff should:

- not seek to communicate/make contact or respond to contact with pupils outside the purposes of their work
- not give out their personal details
- use only equipment and Internet services provided by the school or setting
- ensure that their use of technologies could not bring their employer into disrepute.

Physical contact

Staff should:

- be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom the action is described
- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage pupils, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed pupil is age appropriate
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- always explain to the pupil the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender
- conduct activities where they can be seen by others.

Intimate/personal care

The school will have written care plans in place for any pupil who could be expected to require intimate care.

Staff should:

- adhere to intimate and personal care policies
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers.

The use of control and physical intervention

Staff should:

- adhere to the school's physical intervention policy
- always seek to defuse situations and avoid the use of physical intervention wherever possible
- where physical intervention is necessary, only use minimum force for the shortest time needed.

One to one situations

Staff should:

- ensure that wherever possible there is visual access and/or an open door in one to one situations
- avoid the use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a pupil becomes distressed or angry
- consider the needs and circumstances of the pupil involved.

Home visits

Staff should:

- agree the purpose for any home visit
- adhere to agreed risk management strategies
- avoid unannounced visits wherever possible
- ensure there is visual access and/or an open door in one to one situations
- always make detailed records including times of arrival and departure.

Transporting pupils

Staff should:

- plan and agree arrangements with all parties in advance
- respond sensitively and flexibly where any concerns arise
- take into account any specific or additional needs of the pupil
- ensure they have appropriate licence/permit/insurance for the vehicle
- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive
- ensure that if they need to be alone with a pupil this is for the minimum time
- be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to the parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified.

Educational visits

Staff should:

- adhere to the school's educational visits guidance
- undertake risk assessments
- have parental consent to the activity
- never share beds with a child/pupil
- never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the Head teacher, parents and pupils.

First Aid and medication

The school will ensure that there are trained and named individuals to undertake first aid responsibilities, including paediatric first aid. Training will be regularly monitored and updated. A record of all medications administered is kept in the office.

Photography, videos and other images

Staff should:

- only publish images of pupils where their parent/carer have given explicit written consent to do so
- only take images where the pupil is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school
- be able to justify images of pupils in their possession
- avoid making images in one to one situations.

Staff should not:

- take images of pupils for their personal use
- display or distribute images of pupils unless they are sure that they have parental consent to do so
- take images of pupils using personal equipment
- take images of pupils in a state of undress or semi-undress
- take images of children which could be considered as indecent or sexual.

Exposure to inappropriate images

Staff should:

- abide by the school's e-safety policy
- ensure children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate.

Whistleblowing

Staff should:

- report any behaviour by colleagues that raises concern
- report an allegation against staff or volunteers to the Head teacher
- report an allegation about the Head teacher to the Chair of Governors

Sharing concerns and reporting incidents

Staff should:

- be familiar with the school's arrangements for reporting and recording concerns and allegations
- know how to contact the LADO and Ofsted/regulatory body directly if required
- take responsibility for recording any incident, and pass on the information about any matter pertaining to the welfare of an individual in the school.

Reference documents

- ❖ Keeping Children Safe in Education 2016
- ❖ LSCB Local Safeguarding Children Procedures
- ❖ Guidance for Safe Working Practice for Adults who work with Children and Young People (education version) DfE October 2015

Staff also agree:

- To refrain from posting photographs of themselves of a sensitive nature or blog about school or work on any social media sites, or if they do ensure that they are not accessed by the public, by using password protection
- That they must not use personal mobile phones in class or in the playground areas whilst there are children or parents in view (mobile phones can be used in the staffroom, at the front of the school or their classroom during out of school hours)
- Personal cameras are not permitted in school unless by agreement with the head teacher
- If children are photographed or videoed using a camera, i-Pad or similar device, the images are only used for teaching and learning purposes at school unless parents agree that the images can be used on the school website or at other schools (cluster working)
- That if images are stored on a laptop or PC or tablet that is used at school and removed from school that the images are password protected or deleted
- That if they access the school server at home for planning or teaching and learning purposes that they will not access any photographs or images of pupils (videos for example) unless they seek parental agreement
- Staff will dress smartly and appropriately for school, but may wear PE kit on the days that they teach PE
- Staff will model exemplary behaviour to other members of staff and with the children at all times

Governors at Lydiard Millicent CE Primary and Ridgeway Farm Academy follow the guidelines issued by National Governors' Association.

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Please sign both and return one to the school office.

I (PRINT NAME) agree to the code of conduct policy whilst in the employment at Lydiard Millicent CE Primary School/ Ridgeway Farm CE Academy.

Signed: Date:

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I (PRINT NAME) agree to the code of conduct policy whilst in the employment at Lydiard Millicent CE Primary School/ Ridgeway Farm CE Academy.

Signed: Date:

The torn off copy is to be kept in the Code of Conduct Policy file in the school office.