



Eldwick Primary School

Safeguarding Staff and Pupils (A Code of Conduct for Staff)

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Author / Owner	R.Sharp – updated by J Kershaw/J Franz	
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Context

The staff of Eldwick Primary School are professionals who seek to provide a safe and supportive environment, which secures the well-being and the very best outcomes for all pupils in their care.

Underpinning Principles

- The welfare of the child is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should discuss and/or take advice promptly from Headteacher or Deputy Headteacher or another senior member of staff over any incident, which may give rise to concern.
- Appropriate written records should be kept of any such incidents/discussions and further actions and these will be added to Child Protection Online Monitoring (CPOMs) when applicable and there is a section on CPOMs which forms the E-safety log. A serious incident report to be completed where necessary see appendix 1
- All staff should know the name of their Designated Leads for child protection/safeguarding. At Eldwick it is Mrs J Kershaw, Headteacher and in her absence Mrs R Sharp, Deputy Headteacher.

Safe Working Practices

- Whilst every attempt has been made to cover a wide range of situations, it must be recognised that the guidance below cannot cover all eventualities. There may be times when staff have to use their professional judgements, whilst remembering that at Eldwick we have a culture of openness and support. If you are unsure/in doubt ask.

One to one situations

- Limit the time when you are on your own with an individual pupil as this may make you more vulnerable to allegations. If 1 – 1 is required please ensure wherever possible you are in an area where you can be seen and see others and inform a colleague what you are doing.
- A child, wherever possible, should not be left on his/her own, unattended.

Intimate care

- All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assisting with toileting or removing wet/soiled clothing). When

assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

- We acknowledge that in Nursery, staff may have perform nappy changing, but all elements of this code of conduct must be adhered to.

Sexual contact

- Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to incite that child to engage in or watch sexual activity. This would be a dismissible offence and reported to the police.

Confidentiality

- Staff are expected to treat information they receive about children in a discreet and confidential manner. However, they must make it clear to the child that they cannot keep secrets and if a member of staff is in doubt about sharing information they hold, they should seek advice from a member of the SLT

Gifts and Sponsorship

- There may be occasions when staff, children and parents wish to pass on small tokens of appreciation e.g Christmas or as a thank you, which is perfectly acceptable. However, it is inappropriate to do so on a regular basis as this could be construed as a bribe or lead the giver to expect preferential treatment. In addition, it is not appropriate to sponsor pupils in school, without prior consent from SLT (where permission may be given in exceptional circumstances).

Dress and appearance

- A person's dress and appearance are matters of professional choice and self-expression. However, staff should consider how appropriate their dress and appearance is to their professional role. Senior management may speak to staff if they feel dress is inappropriate. Shorts are not considered appropriate, unless teaching P.E/Games. Blue denim jeans are not acceptable attire.

Social contact

- Staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. Staff should not give out personal details such as home/mobile phone number, home address and home or school e-mail address (other than the office/main school and PIW email). Staff need to be aware of inappropriate contact and comments on social networking sites and adhere to the schools e safety policy.
- Communication through Learnanywhere for education purposes only is acceptable within the guidelines

Physical contact

- There are times when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in response to a pupils needs at the time, be of limited duration and appropriate to their age, state of development, gender, ethnicity and background.

Behaviour management

- All pupils have a right to be treated with respect and dignity. It is not appropriate to humiliate a child. If behavioural difficulties are occurring regularly staff should inform a member of the SLT.

Propriety and Behaviour

- Staff should not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model. Staff should be aware that behaviour in their personal lives may impact upon their work with pupils.

Care, control and physical intervention

- Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property. However, staff should have regard to their own health and safety. If at all possible a member of SLT should be called to assist in such circumstances.

Transporting pupils

- Wherever possible staff should limit the transportation of pupils in private vehicles, ensuring that prior parental permission has been given and that the driver has completed and handed to the office their 'business insurance form'.
- Pupils should not sit in the front seat, unless the child is tall enough to be above the deployment area of the airbag.
- All passengers should wear a seat belt.
- Any pupil less than 1m 35cm requires a 'booster seat' to travel in a car.
- Please refer to the Minibus policy for procedures that need to be adhered to when of transporting pupils in the 4LC

Educational visits and after-school clubs

- Staff should take particular care when supervising pupils in a less formal atmosphere of a residential setting or after school activity.

First aid and administration of medicines

- Do not keep or administer medicines, unless the child needs medication regularly (e.g. inhalers) or has a health care plan (Epipen/Piriton users) and where you have had the required training. Do not apply sun cream.
- Calpol may be administered during residential if appropriate and having gained parental consent.
- Parents may come to the office to administer medicines to their child/ren.

Curriculum

- Many areas of the curriculum can include or raise subject matter that is sexual or of a sensitive nature. Clear and careful planning is required and response to pupils' questions needs professional judgement. Parents have the right to withdraw their child from all or part of any sex education provided (but not the biological aspects of human growth and reproduction required in the science curriculum).

Photography and videos

- Many school activities involve recording images. Parents must have given their consent (a list of pupils who cannot have their photos taken is kept in office). Only School

cameras, videos or ipads should be used when recording images and these images should be printed by the Resources Manager Staff should remain sensitive to any child who appears uncomfortable and recognise that there is potential that the child has suffered previous abuse in this way. Staff do not have permission to publish or make personal use of photography images taken at school, or school activities away from school, which show pupils. Any concerns should be reported.

Use of Personal mobile phones in school

- Staff are not allowed to use personal mobile phones during any of their working hours where they are in contact with pupils.
- Staff are allowed to use personal mobile phones during break times for personal calls. Personal phones must never be used for taking images or recordings of children and must not be used during teaching time or staff meetings.

Internet Use

- Under no circumstances should adults in school access inappropriate images or subject matter. If staff are aware of inappropriate material 'accidentally' located by themselves or pupils, they should:
 - inform the business manager immediately, in order for it to be blocked
 - report it to a member of the SLT
 - log the incident in the e safety log kept on CPOMs.

Whistleblowing

- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of SLT and/or relevant external agencies (see Whistleblowing Policy).
- Staff who feel that matters have not been dealt with appropriately should on their own behalf contact the appropriate authorities.

Sharing concerns and recording incidents

- All staff should be aware of the Child Protection Procedures by attending annual staff training and know the name of the school's Designated Leads for child protection. In the event of an incident occurring staff should clearly and promptly record and report it to the SLT verbally and with notes as appropriate. Members of staff are encouraged to talk to their line manager about any concerns or problems so that appropriate support can be provided and action taken. The Child Protection and Safeguarding policy will be reviewed annually.

Dissemination of the Policy

This policy will be given to all staff on appointment. This code of conduct will form part of annual safeguarding training for all staff.

Further information can be found in a 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' kept in the Policies file in the school office

Completed by R.Sharp January 2008 in consultation with all staff
Updated by Head and Deputy January 2009. Taken to Governors (Pastoral)
Updated by J. Franz and J. Kershaw January 2013,
Updated by R.Sharp January 2015, Updated by SLT – March 2016
Updated by J.Kershaw Oct 2017

Eldwick Primary School Serious Incident Report/ Risk Assessment



Pupil: **Date:** **Time:**

Staff involved: (1) (2) (3)

Duration of incident:

Location of incident: Hall ICT suite Toilets Bus/Transport
 Room Corridor Playground..... Field
 Office: Off-site Other

Any other pupils involved:

Antecedant (if apparent):

Environmental factors:

Reasons for intervention:

1. Immediate danger of personal injury to pupil
2. Immediate danger of injury to another person
3. To avoid damage to property
4. Disruption to other pupils
5. Absconding
6. An offence being committed

Behaviours involved: (please circle)

hitting	slapping	pinching	scratching	pushing	grabbing	threats
kicking	biting	head-butting	hair pulling	spitting	throwing objects	
ripping	self-harm	extreme noise	abusive language		destruction of property	

Level of risk: (please circle) Low Medium High

De-escalation strategies used: please circle where applicable)

non-threatening body language reassurance calm talking negotiation

humour diversion/distraction options offered step away consequences made clear

withdrawal, supported by time out, with

- Withdrawal involves taking a young person, with their agreement, from the situation but observed and supported until they are ready to resume the activity.
- Time Out is where the child's access to positive reinforcement is restricted as part of a planned strategy recorded in a Positive Handling Plan.