

Sutton Benger CE Primary School

Code of Conduct for safer practice

This policy should be read alongside the following other school policies: Safeguarding and Child Protection Policy, Positive Behaviour and Anti-bullying Policy, Child Protection Advice leaflets for supply staff and volunteers, Health and Safety, E-safety plus, Intimate care, PSHE, Whistle blowing, Responsible User Policy

In addition all staff will have read Part 1 of *Keeping Children Safe in Education*, July 2018

Sutton Benger 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 children. 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, Ursula Scott, in the school, be familiar with the school's Safeguarding and Child Protection Policy, and understand their responsibilities to safeguard and protect children and young people.

Confidentiality

As part of their responsibilities, staff may be given highly sensitive or private information. The storing and processing of personal information about children is governed by the Data Protection Act 2018 (including GDPR). Such information should be kept confidential and shared on a need-to-know basis only.

This means we should follow all procedures identified in the school Data Protection Policy and ensure that we take the utmost care with confidential information. Information that is pertinent to children and to the management of our school must not be discussed outside of the community.

Power and Positions of Trust

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children, the public in general and all those with whom they work in line with the school's code of conduct.

Adults in contact with children should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

Propriety and Behaviour

All of us have a responsibility to maintain public confidence in our ability to safeguard the welfare and best interests of the children. We, therefore, ensure that appropriate training enables all members of our community (staff, governors and volunteers) to undertake their designated roles with propriety and appropriate conduct.

Use of Personal Living Space –maintaining privacy and professional boundaries

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

Gifts, Rewards and Favouritism

Giving gifts can be misinterpreted as a gesture either to bribe or groom a young person or child. We always behave with transparency to avoid perceptions of favouritism or unfairness. All children must be treated equally and gifts must not be given to or received from children unless arranged through school.

Infatuations

These place children and adults at risk and are explicitly discouraged. Any reported situations will be dealt with on a case by case basis, following the appropriate procedures: ie allegation –management, recording and reporting to Designated Officer from the Local Authority (DOLA).

Dress and Appearance

Adult conduct and dress should, under no circumstances, detract from children's learning, but should be used as an important means of creating strong positive role models.

All employees are required to dress in a professional manner wearing clothes that are not revealing, discriminatory or too short, in order to prevent allegations against all staff. For most staff working with pupils in the classroom this will comprise of smart attire. When delivering PE or related sports subjects, staff will wear appropriate sports clothing which upholds our ethos. Any jewellery worn by staff should not be excessive or a health and safety hazard and where possible tattoos must be covered up.

To maintain the professionalism of our community, and for health and safety reasons, certain forms of appearance are not permitted at work, such as

- Denim jeans or scruffy/torn trousers
- Casual sports clothing (for example tracksuits and football shirts)
- Sweatshirts or T-shirts bearing slogans or symbols
- Beach" flip-flops and trainers, though the latter may be worn when teaching PE or leading outside play
- High heels that impede the wearer's ability to safeguard children or themselves
- Strapless or strappy tops
- Overly tight or revealing clothes, including short skirts and short shorts (with bare legs), excessively low- cut tops or garments revealing the midriff.
- Extreme hair styles

Use of Social Networking Services

We shall ensure that the following practice takes place;

- Assist adults working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice
- Set clear expectations of behaviour and/or codes of practice relevant to social networking for educational, personal or recreational use
- Give a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- Support safer working practice
- Minimise the risk of misplaced or malicious allegations made against adults who work with children and young people
- Prevent adults abusing or misusing their position of trust. Staff must not accept requests to connect with pupils and ex-pupils. Where this has been requested the adult should inform their manager who will decide whether to discuss with the child's parents/carers

Social Contact

In their own interests, adults and all staff need to be aware of the dangers of putting personal information onto social networking sites, such as addresses, home and mobile phone numbers. This will avoid the potential for children, young people or their families or friends having access to the adult outside of the work environment.

Adults should never make a 'friend' of a child or children where they are working on their social networking page, and should not become 'friends' with children no longer in the school. Working to the organisation's policy on this will assist in reducing the possibility that being 'friends' with children no longer in the school

will be called into question. Adults should never use or access social networking pages of children and should never accept an invitation to become a 'friend' of a child.

However, there may be occasions when it is acceptable for volunteers, staff and governors to be in contact with young people who are relatives or close family friends. For transparency, line managers should be made aware if this is the case. School email addresses will always be used and line managers copied in.

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.

Physical contact may be misconstrued by a child, parent, carer or observer. Such contact can include well-intentioned formal or informal gestures such as putting a hand on the arm or shoulder which, if repeated with an individual, could lead to serious questions being raised. Therefore staff should not make gratuitous physical contact with children and it is unwise to attribute touching as a way of relating to children.

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment and demonstrating a move or exercise during games or PE.

Staff/pupils relationships and sexual contact

Any relationship formed between an adult and a child or children with whom they work, regardless of whether the child or children 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 that adults must not develop 'personal' or sexual relationships with children.

Behaviour Management

All children have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

We adhere to the school's Positive Behaviour and Anti-bullying Policy to ensure that consistency enables all children to learn in a safe and orderly environment.

Appropriate use of language

The child's welfare is paramount and we must behave in a mature, respectful, safe, fair and considered manner at all time. Adults must ensure that they are not sarcastic, and do not make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature. Adults must not embarrass or humiliate children with inappropriate language or discriminate favourably or unfavourably towards any child.

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.

We are responsible for our own actions and behaviour and should avoid any conduct which would lead any reasonable person to question our motivation and intentions. Therefore, we work in an open and transparent way.

Intimate Care/Personal Care

Sutton Benger School staff who work with a young child, or children who have special needs, realise that the issue of intimate care is a difficult one and one which requires staff to be respectful of children's needs. We define intimate care as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection and safeguarding issues.

Staff behaviour is open to scrutiny and will work in partnership with parents/carers to provide continuity of care to children wherever possible. Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of

understanding. This work is shared with families who are encouraged to reinforce the personal safety messages within the home.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress.

First Aid and Administration of Medication *(see School Medical Policy for full details)*

- Appropriate training will be provided before an individual takes on a role which may require administering first aid or medication
- Health care plans will be drawn up when this is advocated by the School Health Team. This will include permission from parents, informing parents/carers when first aid has been administered, recording actions, etc
- Our Administration of Medicines policy outlines our approach to seeking permission of parents/carers and informing parents/carers when first aid has been administered and how we record any actions.
- Staff who administer First Aid should ensure, whenever possible that other children or adults are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
- Wherever possible, staff who help children who have physical or emotional difficulties should be accompanied by another adult.

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. We maintain professional standards and boundaries at all times. Our "Intimate Care" Policy outlines procedures surrounding personal care. We adhere to the guidelines in the Local Authority's Safeguarding and Child Protection Policy, such as asking the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE, music or administering first aid.

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.

As part of the transition strategy for new Reception-aged children we have agreed that we will only visit those families who wish us to do so and that we will always visit in pairs. Our Parent Support Advisor occasionally makes home visits but these are always diarised and the Designated Lead Officer always agrees to these visits before they take place.

Trips and outings

We use the "Evolve" system as recommended by Wiltshire Local Authority, for planning trips and undertaking all associated risk assessments. Through communication with the Local Authority, our "Education outside the Classroom" activities are always safe and never go ahead unless fully approved by the School Educational Visits Coordinator and the Head Teacher. Staff must always carry with them a mobile, relevant contact numbers, and a First Aid kit. Staff should recognise the additional hazards of supervising pupils on residential activities. They should always ensure that the male to female staff ratio is adequate for the effective supervision of both sexes. Staff acting in any supervisory capacity must not drink alcohol or smoke for the duration of the visit.

Transporting pupils

Wherever suitable, we use recommended transport companies. If adults are transporting children we always:

- Seek parents/carers written permission
- Seek documentation regarding: MOTs; Insurance; Driving Licences when staff and /or volunteers' transport is required. Parents/carers always give written consent to travel in the car of a named person.
- Provide a carefully considered, variable ratio of pupils/adults. For Reception-aged children, we strive for 4:1, for KS1 children, we strive for 6:1 and for KS2 the ratio is 10:1. Children who require

special support always have 1:1 support. There is always at least one first aider present: paediatric-trained as necessary.

- Ensure that all passengers wear seat belts

Photography and Video

- When a child starts at Sutton Benger School, we seek permission from parents/carers to take their image and use these images within the school context of the school website and curriculum activities
- We maintain a list of the names of those students whose families have refused permission which is available in the Office.
- We are mindful when taking images of how they might be used and we encourage children to tell us if they are worried about any photographs that are taken of them
- We only use school equipment to take photographs, unless permission has been given by the Headteacher to use personal equipment and we only take photos and videos of children to celebrate achievement, ensuring that children are always appropriately dressed
- It is not appropriate for any of us to take photographs of students for anything other than school purposes
- We expect personal equipment, like camera/iphones, to be kept secure whilst at school. Children are not permitted to have phones or cameras in school and if they bring them in they will be kept securely in the school office.

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 and Child Protection Policy for the allegation management procedures used by Sutton Benger School.

Whistle Blowing

Refer to separate policy

Sharing Concerns and Recording Incidents

- If you have any concerns about a student's welfare, you must follow the "What to do if you are worried a child is being abused or neglected" flowchart, January 2018
- In addition, there is a separate procedure for dealing with allegations against staff: Allegations against adults - Risk of harm to children – Guidance Flowchart, April 2018
- If the allegation concerns the Headteacher, the Chair of Governors must be alerted instead.

Reference documents

- *'Guidance for Safer Working practice for adults who work with children and young people'* (Government offices – July 2018)
- *'Keeping Children Safe in Education'* September 2018
- *'What to do if you're worried a child is being abused'* 2018
- *'Information sharing'* 2018
- *WSCB Social Networking policy* 2017
- 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: October 2018

Date of next review: October 2019