

East Harling Primary School and Nursery

Code of Conduct for staff and volunteers



This Code of Conduct needs to be read in conjunction with the school's Safeguarding Policy.

Aims of this Code

- To outline the principles of good practice in matters of attitude and conduct when dealing with the children in our care;
- To help safeguard children from any abuse, whether physical, sexual, emotional or through neglect;
- To protect adults working with children from any false allegations.

Staff and volunteers agree to work within the following guidelines

Adults will conduct themselves in a professional manner in their relationships with children, based upon mutual trust and respect at all times. This includes not overstepping the boundaries into personal contact outside school, unless the child is already known to them in another capacity.

All staff and regular volunteers should make themselves familiar with publications 'Safer Working Practices for Adults who work with Children and Young People in Education Settings' (Safer Recruitment Consortium, October 2015) and 'Keeping children safe in education' (DFE, July 2015).

This Code of Conduct should be read in conjunction with school policies for Safeguarding, Positive Handling, Touch, Intimate Care, Confidentiality, Whistleblowing and Acceptable Use of ICT. The Governing Body has chosen to adopt Norfolk County Council's policies for Human Resources (which includes all areas around staff conduct, staff discipline and health and safety), these can be found on Peoplenet (www.schoolspeoplenet.norfolk.gov.uk).

The following specific rules regarding conduct apply to all staff and volunteers:

Privacy when speaking to or working with children

- As a general rule, adults should not speak to, or work with, a child alone in a room with the door closed. In circumstances where quiet or confidentiality is essential, the work or conversation should take place in a room with the door open or in an area which is visible to others (eg through a window in the door).
- Adults should knock and shout a warning into pupil toilet areas before entering and should allow children time to cover up or to leave before they enter the area. Alternatively a child may be sent into the toilets to check that they are empty before the adult enters. This applies especially in boys' toilets where boys may be at the urinal. Toilet areas can be subject to bad behaviour and adults may legitimately enter them in these or other work-related circumstances.

Physical Contact between adults and children

In order to maintain an appropriate professional relationship, physical contact between

adults and pupils should be kept to a minimum. Young children may be comforted when distressed (see below), and may initiate physical contact in other circumstances, but adults should always be aware that innocent physical contact may be misinterpreted by observers or by the recipient.

Adults should avoid putting themselves in potentially compromising situations by observing the following rules:

- Physical control or restraint should only take place if it is necessary in order to protect that child from danger, protect another child from danger or protect serious damage to property and must be in line with the school's policy and training on Positive Handling.
- Intimate touches, including kisses, should never be given by adults to pupils and children who give them to adults must be kindly, but firmly, told that it is inappropriate. Some children, children with special needs related to social interaction for example, may persist with this behaviour throughout primary school. In such circumstances staff should ensure that other adults are aware, continue to firmly discourage the behaviour, and involve the parents in working towards more appropriate social behaviour.
- Where a child is distressed or hurt they may seek some sort of physical comfort. Adults should confine this to the minimum required to comfort the child, for example taking the child's hand, putting a hand on their shoulder, or by putting an arm around their shoulder (sideways on, avoiding full frontal contact). Younger children may however actively seek a hug or to sit on the adult's knee. The aim of the adult must always be to minimise such contact and it should never take place privately.
- Physical contact may be necessary as part of instruction, for example in PE. Whenever practicable demonstration or instruction without physical contact should be used. In other situations make it clear to the children present what contact will be used and why.

Intimate care

- As far as possible, a child should be responsible for his/her own personal needs. When this isn't possible, or the child needs some assistance, there should be two adults present when changing/cleaning a child. If there is only one adult available then an open door policy must be observed. A child's intimate care needs should only be assisted by a **member of staff**.
- Children should not be allowed to treat their own or each other's injuries when first aid is being administered.
- If you have any concerns about how your actions might be interpreted, report them to the Designated Person for Safeguarding, the headteacher.

Appropriate language

- Adults should not swear, use inappropriate or sexual language (other than as part of appropriate instruction) at or in the presence of pupils.
- Adults should be polite and use respectful language in the presence of pupils. For

example at East Harling Primary School and Nursery we ask children to 'be quiet' not to 'shut up.' We expect children to be similarly respectful and polite to adults.

Transportation of children in private cars

- Adults may only transport a pupil in their car, as part of school duties, if they have provided the school with evidence of appropriate insurance cover and a current MOT certificate (if appropriate). Members of staff should check that their insurance covers them for the transportation of pupils (usually 'Business use').
- Adults should only transport pupils, in relation to school activities, in their private car with the knowledge and consent of the headteacher (or deputy in her absence) and the agreement of the child's parent. In addition, as good practice in maintaining an appropriate professional relationship, it is expected that adults will not transport pupils in their own car outside of school except where the pupil's family are personal friends or family of the adult.
- No adult may, as part of their school duties (whether during school hours or outside of hours) transport a child in their car without another responsible adult (e.g. parent, member of staff) or other children present.
- In an emergency when children are taken to hospital in a staff car there will always be another member of staff present. Depending upon the nature of the emergency, and if the parents cannot be contacted, then a child may need to be transported without parental permission.
- The normal rules of the road apply, for example all children being transported should be wearing a seat belt and use a booster seat (if required).

Use of digital images

- Digital images should be used and stored in line with the school's 'Acceptable use of ICT' policy.
- All digital images/records of children should be stored on the school's server and should not be kept on personal computers or digital equipment.
- Volunteers should not take photographs of children unless directed to do so by the class teacher.

Mobile phones

- Mobile phones should not be used during the working day and should be stored securely with other personal possessions. Mobile phones should not be charged in school.
- Mobile phones should be kept on 'silent' during the working day.
- Mobile phones should not be used to take photographs of pupils.

Appropriate dress

- All adults in school should be dressed in a manner that reflects their professional responsibilities and role in school. As a school we expect children to take pride in their uniform and therefore as adults we should ensure that we follow the same guidelines of appropriateness and act as good role models.

- Clothing that is revealing or that could be seen as provocative is not appropriate, nor is overly casual clothing such as jeans, blue denim, strappy tops or clothing with slogans.

Rewards/Gifts

- Children should only be given rewards as part of the school's/class' reward system or as whole class treats. Adults should not give gifts/special rewards to individual pupils that are not part of this.

Internet and Social networking

- All adults should ensure that they maintain professional behaviour and appropriate conduct in their use of the internet, messaging services, social networking and other internet sites. This applies to those accessed as part of their professional role as well as outside of school.
- All adults should have respect and regard for all members of our school community and avoid behaviour, during their use of the internet and other communication technologies, which may be misinterpreted by others, cause offense to any member of the school community, put at risk child safety or bring the school's reputation into disrepute.
- School staff should not have contact with pupils via social networking sites or other internet communication.
- All staff and regular volunteers should make themselves familiar with the guidance provided in the school's Acceptable Use of ICT policy regarding the use of social networking and other internet sites.

Relationships with parents

- Adults working within school (either paid or as a volunteer) should ensure that they maintain confidentiality at all times. Matters regarding individual pupils, school staff or other members of the school community should not be discussed informally with others outside of school.
- School staff must seek to maintain professional relationships and appropriate conduct with parents at all times (even if they are known outside of school) regarding school matters.

Any concerns regarding the conduct of a member of staff or volunteer should be reported to the headteacher immediately (or the Chair of Governors if it is regarding the headteacher). If adults are concerned that they have breached this code of conduct (even if unintentionally) they should contact the headteacher (the deputy in her absence) immediately.

Code of conduct revised: **October 2015**

Signed _____ Date _____

Name _____

Role _____