



Code of Conduct (for safer working practice)

Please note that all staff and volunteers should read and understand Part 1 of *Keeping Children Safe in Education*, 2016.

The Code of Conduct should be provided to all adults, working or volunteering in the school –including temporary staff- at induction and after subsequent updates.

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

- School Child Protection Policy
- School Behaviour Policy
- School Computing Policy
- School Online Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Guidelines
- Use of Photography and Video guidelines
- Social Networking policy
- Guidelines on the Organisation of School Visits
- School Health and Safety Policy and related guidance
- Staff Computer use policy
- School Whistleblowing policy
- School Gifts, Hospitality and Anti-Bribery policy
- School Anti-bullying policy
- Guidelines on use of staff and volunteers private vehicles to transport children
- School SEN policy
- School Single Equalities policy

Introduction

This document provides a guide for adults working in schools regarding acceptable and desirable conduct to **safeguard both adults and pupils**. It refers to and compliments 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 at all times and professional judgement must be used.

This policy is based upon 'Guidance for safer working practice for those working with children and young people in education settings' (October 2015), in which you will 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 in the school, be familiar with the school's child protection policy, and understand their responsibilities to safeguard and protect children and young people.

Our Designated Safeguarding Lead and Deputies are:

- Headteacher – Designated Safeguarding Lead
- SENCo – Deputy Designated Safeguarding Lead
- Deputy Headteacher – Deputy Designated Safeguarding Lead

Responsibilities

Staff are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children.

All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns.

All Adults SHOULD

- Understand the responsibilities which are part of their employment or role and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in the child's best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Take responsibility for their own actions and behaviour

Making Professional Judgements

Staff are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge, and in doing so, will be seen to be acting reasonably. Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

All Adults SHOULD

- Discuss the circumstances that informed their action, or their proposed action, with their line manager or, where appropriate, the school's designated safeguarding lead. This will help to ensure that the safest practices are employed and reduce the risks of actions being misinterpreted.
- Always discuss any misunderstanding, accidents or threats with the Headteacher or designated safeguarding lead
- Always record discussions and actions taken with their justifications
- Record any areas of disagreement and, if necessary refer to another agency

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 Adults SHOULD

- Know the name of the their designated safeguarding Lead and be familiar with child protection procedures and guidance
- be clear about what information can be shared and in what circumstances it is appropriate to do so
- be expected to treat information we receive about pupils in a discreet and confidential manner
- seek advice from a senior member of staff if we are in any doubt about sharing information we hold or which has been requested from us
- know who to report concerns or allegations to

Power and Positions of Trust and Authority

All adults working in education settings are in positions of trust as the relationship between an adult and a child or young person is not equal.

Our responsibility as a result...

All Adults SHOULD NOT

- use their position to gain access to information for their own or others' advantage

- use their position to intimidate, bully, humiliate, threaten, coerce or undermine pupils
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so

Standards of Behaviour

All of us have a responsibility to maintain public confidence in our ability to safeguard the welfare and best interests of young people.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - be aware that behaviour in our personal lives may impact upon our work with pupils - follow any codes of conduct deemed appropriate by our school - understand that the behaviour and actions of our partner (or other family members) may raise questions about our suitability to work with pupils - understand that a person who provides Early Years education or Childcare may be disqualified because of their "association" with a person living or employed in the same household who is disqualified. 	<ul style="list-style-type: none"> - behave in a manner which would lead any reasonable person to question our suitability to work with children or act as a role model - make, or encourage others to make, sexual remarks, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such - use inappropriate language to or in the presence of pupils - discuss their personal or sexual relationships with or in the presence of pupils

Personal Living Accommodation, including on site provision

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - be vigilant in maintaining their privacy and be mindful of the need to avoid placing ourselves in vulnerable situations - challenge any request for our accommodation to be used as an additional resource for the school - be mindful of the need to maintain professional boundaries - refrain from asking pupils to undertake personal jobs or errands 	<ul style="list-style-type: none"> - invite any pupil into our home unless the reason for this has been firmly established and agreed with parents/carers and senior managers.

Gifts, Rewards, Favouritism and Exclusion

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - Ensure they are aware of the Gifts, Hospitality and Anti-Bribery policy. - Ensure that gifts given or received in situations which may be misconstrued are declared and recorded - Only give gifts to a pupil as part of an agreed reward system - Where giving gifts other than as above, ensure that these are of insignificant value 	<ul style="list-style-type: none"> - Behave in a manner which is either favourable or unfavourable to individual pupils

<ul style="list-style-type: none"> and given to all pupils equally - Ensure any selection process is fair and where practical undertaken and agreed by more than one member of staff 	
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Infatuations and crushes

Infatuations by a young person carry a high risk of words or actions being misinterpreted and every effort should be made to ensure that our behaviour is above reproach.

All Adults SHOULD
<ul style="list-style-type: none"> report and record any incidents or indications (verbal, written or physical) that suggest that a child or young person may have developed an infatuation with a member of staff always acknowledge and maintain professional boundaries

Dress and Appearance

All Adults SHOULD wear clothing which:
<ul style="list-style-type: none"> promotes a positive and professional image is appropriate to their role is not likely to be viewed as offensive, revealing or sexually provocative does not distract, cause embarrassment or give rise to misunderstanding is absent of any political or otherwise contentious slogans is not considered to be discriminatory is compliant with professional standards

Communication with Children (*including the Use of Technology*)

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> Ensure that personal social networking sites are set as private and pupils are never listed as approved contacts Only use equipment provided by the school to communicate with children, making sure that parents have given permission for this form of communication to be used Only make contact with children for professional reasons and in accordance with the school's Online Safety policy Ensure that their use of technologies could not bring their employer into disrepute 	<ul style="list-style-type: none"> Seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work Use or access social networking sites of pupils Give their personal contact details to pupils, including their mobile phone number

Please refer to the Queen's Crescent School Social Networking Policy, Staff Computer use policy and the WSCB Social Networking policy **2016** for further advice and information.

Social Contact outside of the Workplace

If a student or parent seeks to establish social contact,

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> Consider the appropriateness of the contact according to their role and nature of their work Always approve any planned social contact with children or parents with senior colleagues Advise senior management of any regular social contact that they have with a pupil which could give 	<ul style="list-style-type: none"> Have secret social contact with pupils or their parents

<p>rise to concern.</p> <ul style="list-style-type: none"> • Report and record any situation, which may place a child at risk or which may compromise the school or their own professional standing • Refrain from sending personal communication to pupils or parents unless agreed with senior managers • Inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship • Inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring • Understand that some communications may be called into question and need to be justified 	
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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.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> • Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described • Always be prepared to report and explain action and accept that all physical contact could be open to scrutiny • Always encourage children, where possible, to undertake self- care tasks independently • Work within Health and Safety regulations • Be aware of cultural or religious views about touching and always be sensitive to issues of gender • Understand that physical contact in some circumstances can be easily misinterpreted and consider alternatives • Always explain to the pupil the reason for the contact and what form it will take • Report and record situations which may give rise to concern 	<ul style="list-style-type: none"> • Indulge in Horseplay • Touch a child in a way which may be considered indecent

Physical Contact (Curriculum)

In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity, in a safe, open environment and last for the minimum time necessary.

All Adults SHOULD
<ul style="list-style-type: none"> - Treat pupils with dignity and respect and avoid contact with intimate parts - Always explain to the pupil the reason for the contact and what form it will take - Seek consent of the parents where a pupil is unable to do this e.g. because of a disability

- Understand that physical contact in some circumstances can be easily misinterpreted and consider alternatives
- Be familiar with and follow recommended guidance
- Be aware of cultural or religious views about touching and always be sensitive to issues of gender

Staff/pupils relationships and sexual conduct

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 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child

All Adults SHOULD

- Ensure that relationships with pupils clearly take place within the boundaries of a respectful professional relationship
- Take care that our language or conduct does not give rise to comment or speculation.

Behaviour Management and Use of Control and Physical Intervention

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

(Please refer to the school's Behaviour Policy which includes our guidelines for use of physical intervention)

Appropriate use of language

We must behave in a mature, respectful, safe, fair and considered manner at all time. We must ensure that we model appropriate language at all times.

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

The procedures to be followed are set out in the school's Guidelines on Intimate Care.

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
- Health care plan may be drawn up when considering the needs of a pupil
- Include permission of parents, informing parents/carers when first aid has been administered, recording actions.

(Please refer to the school's Supporting Pupils with Medical Conditions Policy).

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:

- If lone working is an integral part of the role, that full and appropriate risk assessments have been conducted and agreed.

- Avoid meetings with a child in remote, secluded areas. Ensure that wherever possible there is visual access and/or an open door.
- Always inform other colleagues and/or parents/ carers about the contact beforehand, assessing the need to have them present or close by
- Avoid use of 'engaged' signs wherever possible
- Always report any situation where a child becomes distressed or angry to a senior colleague
- Carefully consider the needs and circumstances of the child in these situations

Home Visits / Lone working Situations

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. Unless previously agreed staff must not visit alone.

All Adults SHOULD	
<ul style="list-style-type: none"> - Agree the purpose of the visit with their line manager - Adhere to the risk assessment - Avoid unannounced visits whenever possible - Ensure there is visual access and/or an open door in one to one situations - Make detailed records including times of arrival and departure - Ensure any behaviour or situation causing concern is raised with their line manager - Ensure they have access to a mobile phone and an emergency contact 	

Residential and Educational Visits

Risk Assessments are completed either by the teacher or using the Evolve system, depending on the details of the trip.

Parents/ Carers are informed of all details of the trip prior to it going ahead.

Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - Adhere to the guidelines on Educational Visits - Always have another adult present on visits, unless otherwise agreed with senior staff - Undertake risk assessments - Have parental consent to the activity - Ensure behaviour remains professional at all times 	<ul style="list-style-type: none"> - Share a bedroom with pupils, unless in dormitory situation and arrangements have been previously discussed with the Headteacher, parents and pupils

Transporting pupils

(Please refer to the school's Health and Safety Guidelines on the use of Staff and Volunteer's Private Vehicles to transport children)

Photography, Video and other images

(Please refer to the school's Online Safety policy and Photography and Video Guidelines)

- When a student starts at Queen's Crescent School, we seek permission from parents/carers to include their photograph in school publications
- To find out the names of those students whose parents have refused permission, please contact the School office.
- Even with parent permission, whenever we plan to take images it is good practice for us to contact parents occasionally, e.g. when the school prospectus is updated.
- We should be mindful when taking images in certain situations e.g. swimming pool.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - Adhere to relevant policies and guidelines - Seek parental consent for photographs to be taken or published - Only take images where the pupil is happy for them to do so - Ensure children are appropriately dressed - Only retain images where there is a clear and agreed purpose for doing so - Store images in an appropriate secure place in the school - Ensure that a senior member of staff is aware of the use of the equipment and its purpose - Be able to justify images of pupils in their possession - Avoid taking photographs in one to one situations 	<ul style="list-style-type: none"> - Take images of pupils for their personal use

Exposure 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/Principal 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 Child Protection Policy for the allegation management procedures used by Queen's Crescent School.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - Adhere to relevant policies and guidelines - Ensure that children cannot be exposed to indecent or inappropriate images - Ensure that any films or material shown to children is age appropriate 	<ul style="list-style-type: none"> - Use school equipment to access inappropriate images

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted.

All Adults SHOULD	SHOULD NOT
<ul style="list-style-type: none"> - Have clear written lesson plans - Take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries - Be able to justify all curriculum materials and relate these to clearly identifiable lesson plans 	<ul style="list-style-type: none"> - Enter into or encourage inappropriate discussions which may offend or harm others - Undermine fundamental British values - Express and prejudicial views - Attempt to influence or impose their personal values, attitudes or beliefs on pupils

Whistle Blowing

Refer to separate policy

Sharing Concerns and Recording Incidents

- If you have any concerns about a pupil's welfare please report these to the Headteacher.
- Allegations against staff should be reported to the Headteacher
- If the allegation concerns the Headteacher, the Chair of Governors must be alerted instead.

Additional guidance

- [Guidance for safer working practice for those working with children and young people in education settings](#) (Safer Recruitment Consortium – October 2015)
- [Keeping Children Safe in Education](#) 2016
- [What to do if you're worried a child is being abused](#) 2015
- [Information sharing](#) 2015
- [WSCB Social Networking policy](#) 2016
- [WSCB website](#)
- Data Protection Act

The Local Governing Body agreed to adopt this policy at the meeting held on 27th November 2017.

Signed Dated.....

Mrs J Hawkins Headteacher, DSL

Signed Dated

Mrs R Dimech Chair of Governors