

BORINGDON PRIMARY SCHOOL

Safeguarding Code of Conduct



Adopted and ratified by the Governing Body of Boringdon Primary School at the meeting held on 28th June 2018

Signed **Dated**.....
Chairman of Committee

Signed **Dated**.....
Headteacher

Boringdon Primary School

Safeguarding Code of Conduct

(please also refer to the safeguarding policies listed in the appendix for practice and guidance in relevant areas. These can be found in the staff handbook or on the school intranet)

The governing body of Boringdon Primary School has adopted the Safeguarding for all school employees.

However, in addition to the School Safeguarding Code of Conduct, all staff who are employed under Teachers' Terms and Conditions of Employment must adhere to the personal and professional aspect of the new Teachers' Standard document in conjunction with the said School Safeguarding Code of Conduct. The Teachers' Standard document can be found on the Department for Education website at: www.education.gov.uk/publicationDetail/Page1/DFE-00066-2011

PURPOSE, SCOPE AND PRINCIPLES

A Safeguarding Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

The Safeguarding Code of Conduct applies to

- All staff who are employed by the school, including the Headteacher

The Safeguarding Code of Conduct does not apply to

- Peripatetic staff who are centrally employed by the Local Authority
- Catering and cleaning staff employed by Plymouth City Council or by an external contractor
- Employees of other external contractors and providers of services

(such staff are covered by the relevant Code of Conduct of their employing body).

SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils / students. All staff must therefore demonstrate high standards of conduct in order to encourage our pupils / students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This code helps all staff to understand what behaviour is and is not acceptable.

SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils / students from:

- physical abuse
- sexual abuse

- emotional abuse
- neglect

The duty to safeguard pupils / students includes the duty to report concerns about a pupil / student to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL is Jason Scales
The schools' Deputy DSL's are Sarah Worley

Staff will be provided with a copy of the booklet entitled "Guidance for Safer Working Practice for Adults who work with Children and Young People" and are expected to comply with the guidance in order to keep themselves and pupils / students safe.

Copies of the school's Child Protection and Whistleblowing Policies are available on the staff intranet and in the Staff Handbook. All staff are asked to familiarise themselves with this during their induction.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils / students under their supervision with the aim of ensuring their safety and welfare.

PUPIL / STUDENT DEVELOPMENT

Staff must comply with school policies and procedures that support the well-being and development of pupils /students.

Staff must co-operate and collaborate with colleagues and external agencies where necessary to support the development of pupils / students.

Staff must follow reasonable instructions that support the development of pupils / students.

HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work.

During the course of their employment, staff must report to the Headteacher any conviction, caution, warning, reprimand, pending court appearance or any other Police involvement which may have an impact on their suitability to work with or around pupils / students.

CONFIDENTIALITY

Where staff have access to confidential information about pupils / students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil / student.

All staff are likely at some point to witness actions or incidents which need to be reported and dealt with confidentially. For example, where a pupil student is bullied by another pupil / student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's / student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their manager or the schools Senior Designated Person, any information which gives rise to concern about the safety or welfare of a pupil / student. Staff must never promise a pupil / student to keep secrets or that they will act on information that they are told by the pupil / student or others at risk of harm.

DISCIPLINARY ACTION

All staff need to recognise that failure to comply with the Safeguarding Code of Conduct and meet these standards of behaviour and conduct may result in disciplinary action or dismissal.

Specific Rules

In addition the following specific rules regarding conduct apply to all staff:

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. Car insurance must be covered for "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 Assistants in his 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 or when there is written permission from parents to do so.
- 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 permission from parents may not be requested before transportation.
- The normal rules of the road apply, for example all children being transported should be wearing a seat belt.

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. If an adult needs to speak to, or work with, a child out of the earshot or sight of other children, they should ask another adult, who is subject to the school's expectations regarding confidentiality, or who is related to the child, to be present. In circumstances where quiet or confidentiality is essential, the work or conversation should take place in a room with a window in the door or wall allowing others to see into the room.
- The above rules apply to the administration of first aid and in all other circumstances except in situations, which the adult believes may be life-threatening.
- 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 must only take place as described in the school's physical control and restraint policy.
- 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. 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.

Appropriate language

- Adults should not swear or use 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 Boringdon Primary we ask children to 'be quiet' not to 'shut up.' We expect children to be similarly respectful and polite to adults.

Appendix

Safeguarding Policies & guidance

Policy/Procedure
Adult Volunteers
Allegations against staff & volunteers (Policy filed in Staff Handbook)
Anti-bullying
Child Protection
Concerns and Complaints
Control and Restraint
Confidentiality
Drugs Ed'n & Drugs related incidents
Emergency Plan
Equalities
Fire Emergency Action Plan/Safety Pol
First Aid (including management of medicinal conditions and intimate care)
Health and Safety (inc school security)
Internet/E safety
Medical Needs and Medicines Policy
Mobile Phone Policy
Non-smoking policy
Outdoor Education & offsite activities
Photographic and Video Images
PSHE Curriculum
Recruitment and Selection
Relationships
Safeguarding Policy
Security
Sex Education
Social Networking
Staff & Volunteer –Acceptable Internet Use
Toileting & incontinence
Whistleblowing
Safeguarding Quick Reference guides for Staff, Supply Teachers, Students and Volunteers
Guidance for clearing body spills