

THE GATEWAY FEDERATION

Bratton Fleming CP Primary School and Holywell C of E Primary School

Code of Conduct for staff and volunteers

October 2016

1. Introduction

The document provides a guide for adults working in schools (including staff, Governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and students. All staff should read and adhere to the code of conduct at all times. It refers to and complements other policies and guidance including:

- DfE Statutory Guidance – “Keeping Children Safe in Education”
- DfE “Staff Behaviour Policy (Code of Conduct)”
- DfE departmental advice – “The Prevent Duty”
- LDP staff guidelines for using Facebook
- The Gateway Federation “Whole School Model safeguarding and child protection Policy and Procedures”
- The Gateway Federation “Child Protection Policy and Procedures”
- The Gateway Federation “Safeguarding Policy”
- The Gateway Federation “Code of Conduct” form to sign
- The Gateway Federation “Behaviour Management Policy”
- The Gateway Federation “Safe Handling Policy”
- The Gateway Federation “Technical Security Policy”
- The Gateway Federation “Online safety policy”
- The Gateway Federation “ICT Acceptable Use Code of Conduct”
- The Gateway Federation “Intimate Care Policy”

All staff have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This code of conduct has been produced to help staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

All adults working throughout the Gateway Federation should know the name of the Designated Child Protection Officer and Deputy in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people. All new staff to the Gateway Federation will be offered basic awareness Child Protection training within two years of their appointment.

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).

2. PURPOSE, SCOPE AND PRINCIPLES

A 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 within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

- all staff that are attached to the school eg catering staff, students, volunteers

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

- Adults working in the Gateway Federation are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in the Gateway Federation must work and be seen to work in an open and transparent way, demonstrating high standards of conduct in order to encourage pupils to do the same. All adults must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. Any incidents should be handled promptly and sensitively.
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy.
- Adults should apply the same professional standards regardless of gender or sexual orientation.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Officer (DSO) for Child Protection. The school's DSO is Sue Denham. Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues. Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare

4. ADULTS

- Provide a good example and a positive role model to pupils both in and out of school
- Behave in a mature, respectful, safe, fair and considered manner. For example: not be sarcastic and not making remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Ensure that relationships with pupils remain on a professional footing. For example : only touching pupils for professional reasons when this is necessary and appropriate for the student's wellbeing or safety (more guidance on this is set out in the DfE Guidance for Safe practice and the school's Positive Handling Policy)
- Be familiar with and work in accordance with the school's policies on: Child Protection, Behaviour & Health & Safety and know the school's emergency plan.
- Provide a good example and a positive role model to pupils.
- Behave in a mature, respectful, safe, fair and considered manner.
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage, follow the school's intimate care policy.
- Talk to children about their right to be kept safe from harm.
- Listen to children (be approachable) and take every opportunity to raise their self-esteem.

- Work as a team with your colleagues / volunteers.
- Make sure you are up to date with identifying child protection issues and report any concerns to the designated member of staff for safeguarding children and record any issues in the Pupil Log.
- Remember that if you have to speak to a child about their behaviour, you are challenging “what they did” not “who they are”. (Label the child, not the behaviour)
- Be clear with anyone disclosing any matter that could concern the safety and well being of a child that you cannot guarantee to keep this information to yourself.
- Where possible, encourage parents to take responsibility for their own children.
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Adults will not:

- Discriminate favourably or unfavourably towards any child.
- Will not embarrass or humiliate pupils.
- Use any kind of physical punishment.
- Behave in a way that may frighten or demean any child.
- Use any racist, sexist, discriminatory or offensive language.
- Invite a pupil to your home or arrange to see them outside the set activity times.
- Have a mobile phone out during contact time with pupils
- Engage in rough or physical games – including horseplay.
- Let allegations made by a child go unchallenged, unrecorded or not acted upon. Rely upon good nature to protect yourself or believe “it could never happen to me.” (Never put yourself in a position that could be misinterpreted)
- Give children presents or personal items (unless an item given in your professional capacity, e.g. the custom of giving a Christmas present or an end of year present, giving rewards etc)
- Not giving or receiving gifts unless arranged through the school
- Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people’s children.
- Not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and other messaging systems) except in the use of the school website.
- Not developing ‘personal’ or sexual relationships with pupils.

5 PUPIL/STUDENT DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- Staff must follow reasonable instructions that support the development of pupils.

6 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.

7 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 very likely to be regarded as unacceptable.

- ✓ Staff must exercise caution when using information technology and be aware of the risks to themselves and others, especially the use of Facebook.
- ✓ Staff may undertake work outside school, either paid or voluntary, provided that 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 performance.

8. CONFIDENTIALITY

Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously. Where staff have access to confidential information about pupils 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.

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities e.g Senior Designated Officer. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. However, staff have an obligation to share with their manager or the school's Designated Senior Officer any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil. Any media or legal enquiries should be passed to the Headteacher.

This means that staff:

- Are expected to treat information they receive about children and young people in a discreet and confidential manner.
- If in any doubt about sharing information they hold, or which has been requested of them, should seek advice from a senior member of staff
- Need to be cautious when passing information to others about a child/young person.

9. DRESS AND APPEARANCE

A person's dress and appearance are matters of personal choice and self expression. However staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff at the Gateway Federation should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

This means that adults should wear clothing which:

- _ 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 safe eg appropriate footwear

10. PHYSICAL CONTACT

There are occasions 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 ways appropriate to their professional role.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child. Children with special needs may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.

This means that adults should:

- _ 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
- _ Never touch a child in a way which may be considered indecent
- _ Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- _ Never indulge in horseplay, tickling or fun fights.

11. TRANSPORTING CHILDREN

In certain situations e.g. out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

This means that adults should:

- _ Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- _ Ensure that they are alone with a child for the minimum time possible
- _ Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- _ Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- _ Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety

12. EDUCATIONAL VISITS AND AFTER SCHOOL CLUBS

Staff should refer to the Local Authority Policy on Educational Visits for detailed guidance on safeguarding during visits

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

During school activities that take place off the school site or out of school hours, 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.

This means that adults should:

- _ Always have another adult present in out of school activities, unless otherwise agreed with the Head teacher

- _ Undertake a risk assessment
- _ Have parental consent to the activity
- _ Ensure that their behaviour remains professional at all times.

13. INTIMATE CARE

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability or learning difficulty should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded. In addition, the views and/or emotional responses of children with special educational needs, regardless of age and ability must be actively sought in regular reviews of these arrangements.

This means that adults should:

- _ Adhere to the school's intimate care guidelines
- _ Make other staff aware of the task being undertaken
- _ Explain to the child what is happening
- _ Consult with colleagues where any variation from agreed procedure/care plan is necessary
- _ Record the justification for any variations to the agreed procedure/care plan and share this information with parents.

14. PHOTOGRAPHY, VIDEOS, CREATIVE ARTS AND ICT

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Particular regard needs to be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place.

Children who have been previously abused in this way may feel threatened by the use of photography, filming etc in the teaching environment.

Staff should remain sensitive to any children who appear uncomfortable and should recognise the potential for misinterpretation.

Using images of children for publicity purposes will require the age - appropriate consent of the individual concerned and their legal guardians.

Images should not be displayed on websites, in publications or in a public place without such consent.

The definition of a public place includes areas where visitors to the school have access.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the pupil
- If the pupil is named, avoid using their photograph
- Schools should establish whether the image will be retained for further use
- Images should be securely stored and used only by those authorised to do so.

Under no circumstances should staff have their mobile phone on their desk or on display in the classroom. Staff need to recognize that this could lead to accusations against themselves regarding the filming/photographing of pupils or pupils using it to film/photograph an incident in the classroom

Social Networking sites eg Facebook, MySpace, MSN, should not be accessed on the school premises. Public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.

15. WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. There is a clear and accessible whistleblowing policy in school.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

All adults working in education settings should know the name of the school’s designated officer for child protection, and know and follow relevant child protection policy and procedures. All staff have a duty to report any child protection concerns to their designated person for child protection.

POLICY AGREED BY GOVERNORS ON: September 2016

SIGNATURE OF CHAIR OF GOVERNORS.....

SIGNATURE OF HEADTEACHER.....

I agree to abide by the Code of Conduct when I am working for and with the Gateway Federation (Bratton Fleming and Holywell Schools)

SIGNATURE OF MEMBER OF STAFF/VOLUNTEER:.....

Date to Be Reviewed: October 2018