

# St Joseph's Catholic Primary School

## Keeping Children Safe in Education

### Code of Conduct for Safer Practice April 2017

#### **Introduction**

All education settings are required to have a clear and effective Code of Conduct for adults working in the setting. Indeed, as stated in DfE "Keeping Children safe in education" – Sept 2016 p.14 – paragraph 47:

*"Governing Bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare. This should include an effective child protection policy together with a staff behaviour policy". (code of conduct).*

This document provides a guide for all adults working at St Joseph's School (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both pupils and adults. It refers to and complements other policies and guidance in our school, including:

- Safeguarding -Child Protection Policy
- Behaviour Policy
- Policy on physical intervention
- E safety policy
- Mobile phone policy
- Whistle blowing policy

This policy reflects the requirements set out in Keeping Children Safe in Education 2016, and the Safer Recruitment Consortium document 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education (Oct 2015)

In particular all adults working in schools should keep the following statements from Keeping Children Safe in Education in mind:

- **Safeguarding and promoting the welfare of children is everyone's responsibility and should consider, at all times, what is in the best interests of the child. (paragraph 2)**
- **All school and college staff have a responsibility to provide a safe environment in which children can learn (paragraph 7)**
- **All school and college staff should be prepared to identify children who may benefit from early help ( paragraph 9)**
- **Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child (paragraph 19)**

All adults working in St Joseph's School must know who the Designated Safeguarding Lead is and be familiar with the school's safeguarding-child protection policy and understand their individual responsibilities to safeguard and protect children and young people. In addition, the Teaching Standards 2012 (which apply to maintained schools) state that teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

### **Basic principles**

- Adults working in school 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 school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about anything which could give rise to concern.
- The school should keep a record of any such incident and of decisions made/further actions agreed, in accordance with the school's record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:**

- Is this needed to meet the pupil's needs?**
  - Is there a professional reason for me to do it?**
  - Can I do it in a way that is safe for both the pupil and for me?**
- Only if the answer to all three questions is YES should the adult take the course of action.**

**All staff, volunteers and visitors to the schools must:**

Be familiar with and work in accordance with the school's policies, including in particular

- Safeguarding-Child Protection
  - Behaviour
  - Physical Intervention
  - Internet Safety
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video
  - Whistleblowing
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- Provide a good example and a positive role model to pupils
  - Behave in a mature, respectful, safe, fair and considered manner.

## **All staff ...**

- Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
- Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child.
- Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
- Do not give or receive (other than token) gifts unless arranged through School and according to school policy
- Ensure that your relationship with pupils remains on a professional footing.
- Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety
- Should not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
- Should not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
- Should not develop 'personal' or sexual relationships with pupils. In particular your 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).

## **Reference documents**

- Keeping Children Safe in Education (DfE) 2016
- School policies
- Harrow Local Safeguarding Children Board - local safeguarding children procedures
- Safer Recruitment Consortium document 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education (Oct 2015)
- The Teachers' Standards 2012