



# **New Close Community Primary School**

## **Keeping Children Safe in Education**

### **Code of conduct for safer practice – 2017 - 2018**

#### **Introduction**

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to safeguard both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- School Child Protection / Safeguarding Policy
- School Behaviour Policy
- School policy on physical interventions
- School Computing Policy
- Whistle-blowing Policy, amongst others.

This policy is based upon the document 'Guidance for safer working practice for those working with children and young people in education settings', October 2015 which is endorsed and recommended by the Safer Recruitment Consortium.

All adults working in the school should know the name of the Designated Safeguarding Lead (Miss Jane Brown – Head Teacher), the Deputy Designated Safeguarding Lead (Mrs Sharon White – Deputy Head) and the governor responsible for Safeguarding (Mrs Sarah Hayward – Chair of Governors) in the school, be familiar with the school's child protection policy, and understand their responsibilities to safeguard and protect children and young people.

#### **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.
- 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, neglect and safeguarding concerns.
- Pupils have a right to be safe and to be treated with respect and dignity.
- The safeguarding culture of a school is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by the adult that demonstrates integrity, maturity and good judgement.
- 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 any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can 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.
- 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.

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

- Read and understand Part 1 of *Keeping Children Safe in Education*, 2016. At New Close we ask staff to sign to confirm that they have received a copy of this document and have read and understood it.
- Be given a copy of this Code of Conduct and sign to say that they have read and understood the document.
- Be familiar with and work in accordance with the school's policies and procedures, including in particular:
  - Child Protection and Safeguarding
  - Behaviour
  - Physical Intervention
  - Internet Safety
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video
  - Whistle-blowing

Standards of Behaviour	
All adults working or volunteering in school should adopt high standards of personal conduct in order to maintain confidence and respect to the general public and colleagues.	
All adults SHOULD:	SHOULD NOT:
Know that behaviour by themselves, those with whom they share a household or others in their personal lives may impact on their work with children.	<ul style="list-style-type: none"> <li>• Make or encourage others to make sexual remarks to or about a pupil.</li> <li>• Use inappropriate language to or in the presence of pupils.</li> <li>• Discuss their personal or sexual relationships with or in the presence of pupils.</li> <li>• Make (or encourage others to make) unprofessional comments that scapegoat, demean or humiliate or might be interpreted as such.</li> <li>• Knowingly associate with or participate in criminal behaviour or behaviour that could be interpreted as unsuitable for a person working within a school environment.</li> </ul>
Behave in a mature, respectful, safe, fair and considered manner.	<ul style="list-style-type: none"> <li>• Be sarcastic, or make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature</li> <li>• Embarrass or humiliate children</li> <li>• Discriminate favourably or unfavourably towards any child.</li> <li>• Fail to treat all pupils equally – staff should never build 'special' relationships or confer favour on particular pupils</li> </ul>
Behaviour in a 'transparent' manner towards pupils and their families.	<ul style="list-style-type: none"> <li>• Give or receive (other than token) gifts unless arranged through school.</li> <li>• Promote employment of contractors due to personal association. (Disqualification by association practice.)</li> </ul>

<p>Ensure that your relationship with pupils remains on a professional footing.</p>	<ul style="list-style-type: none"> <li>• Touch pupils for non-professional reasons, and only touch them when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice referred to above).</li> <li>• Behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.</li> <li>• Make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems including social media).</li> <li>• 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).</li> </ul>
<p>Provide a good example and a positive role model to pupils.</p>	<ul style="list-style-type: none"> <li>• Act or speak in a manner which is considered offensive or anti-social in our modern society.</li> </ul>

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 which is safe for both the child and for me?

Only if the answer to all three questions is YES should the adult take the course of action:

- Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in disciplinary proceedings, prosecution or dismissal.

### Reference documents

- Keeping Children Safe in Education 2014
- School policies handbook
- LSCB Local Safeguarding Children Procedures
- Guidance for Safe Working Practice for Adults who work with Children and Young People (education version) DCSF March 2009

Reviewed by FGB: May 2017

Ratified by FGB: June 2017

Next review: May 2018

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_