



REDLAND SCHOOL CODE OF CONDUCT

Redland Primary School Code of Conduct for Safer Practice



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) It should be read alongside 'Keeping Children Safe in Education' (September 2019) and other school policies including

- Safeguarding and Child protection policy
- Behaviour policy
- Positive Handling and Physical Restraint policy
- Whistle blowing policy

The Code of Conduct will be provided to all staff, including temporary staff and volunteers, as part of the induction process.

Introduction

This document provides a guide for all 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

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).

This Code of Conduct relates to behaviours in school, in the vicinity of the school and away from school when on school-related activities.

Redland School staff and volunteers are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned. When concerned about the welfare of a child, staff and volunteers should always act in the interests of the child.

At Redland School

- Veronika Joy is the Head Teacher and Designated Safeguarding Lead
- Rachel Griffiths is the SENCO and Deputy Designated Safeguarding Lead

All Staff must be familiar with the school Safeguarding and Child Protection policy and procedures and local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

Confidentiality and Information sharing

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 2018 and the General Data Protection regulation (GDPR). Such information should be kept confidential and shared on a need-to-know basis only. Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly, lawfully and transparently.

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This means we should:

- treat as **confidential** any sensitive information (e.g. about home circumstances, personal information, incidents in school, financial information) we may acquire or be given and not disclose it outside of school or within school to anyone who falls outside the group of people who 'need to know.'
- ensure that any data we may hold on staff, children or the school is kept secure and in line with GDPR guidelines.
- never leave documents with children's personal data or sensitive information lying around – make sure it is secured in the classroom/school building and is always collected from a copier or printer.

Personal Safety

We must do all we can to keep children and staff physically safe.

This means we should:

- assess risk if we plan to get children to lift, climb or jump, or if any food or drink is to be consumed.
- report immediately any accident which may occur to us or a child and ensure they are recorded correctly
- keep all fire exits clear from obstruction
- keep the building and grounds safe and for purpose
- be aware of the risks of working alone in the school
- ensure school security is appropriate and working , i.e. keypads on doors, key fobs, entry codes, gates and access points

Propriety and Behaviour

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

This means we should:

- provide a good example and a positive role model at all times
- take responsibility for upholding the reputation of the school and building trust and confidence in it
- listen to children, by being approachable and take every opportunity to raise their self-esteem
- challenge all inappropriate behaviour

We should not:

- use any form of physical or emotional punishment
- smoke or vape anywhere on the school site or in front of any child who attends the school.
- use, or have on show, any smoking or vaping paraphernalia anywhere on the school site.
- use non-prescribed drugs or be under the influence of alcohol at any time
- behave in a way that might frighten or demean any child
- undermine confidence in the school by making derogatory or personal comments in the community (including virtual communities such as social media) relating to staff, children,

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volunteers or the school itself. If we have a genuine concern, use the appropriate channels to inform the head teacher or governors (also see Whistleblowing Policy).

- use language that could humiliate or embarrass a child, parent, member of staff or visitor.

Equality

The school treats all children equally and as individuals with unlimited potential

This means that:

- we do not use stereotypical language or ideas
- we do not use any racist, sexist, discriminatory or offensive language
- we do not discriminate favourably or unfavourably towards any child

Maintaining privacy and professional boundaries

This means that we should...

- ensure our relationships with pupils remain on a professional footing – be friendly but not a friend
- avoid being alone with a child. When this is unavoidable, ensure another colleague or volunteer knows what you are doing and where you are.
- ensure that relationships with parents and other staff members remain professional, personal relationships between a member of staff and a parent are deemed inappropriate.

We should not:

- invite a child to our home or arrange to see them outside set activity times
- contact or accept contact with a pupil through social networking
- engage in rough or physical games with children.
- enter into a personal relationship with parents of children in the school.

Gifts, Rewards and Favouritism

Children will often bring gifts for members of staff or volunteers. These are a gesture of goodwill and should be responded to in the same spirit. Also, the use of rewards can be part of good classroom practice to encourage effort. However, we should be aware of the following guidance:

- Gifts of a high monetary value should be referred to the headteacher; it may not be appropriate to receive these
- We should be aware that giving a reward or a gift to a child might be misinterpreted as a gesture either to bribe or groom a young person
- When giving rewards, we must avoid the perception of favouritism or unfairness

Infatuations

If any staff member or volunteer becomes aware that a young person has developed an infatuation for them, this should be immediately referred to the headteacher.

Dress and Appearance

The personal appearance of staff and volunteers must at all times uphold the expectations in this Code of Conduct.

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This means we should:

- dress in a professional manner
- wear clothes suitable for school activities
- wear the school ID badge/lanyard
- dress in a way which is not revealing
- maintain high standards of cleanliness and personal tidiness

We should not:

- wear clothes that have inappropriate slogans or images on them
- wear clothes that are too short, low cut or see-through

Communication with Young People (*including the Use of Technology*)

Dialogue between adults and children, including that which uses technology, is an important part of teaching and learning. However, we must ensure that we maintain appropriate boundaries when communicating with children. Please also see Responsible Use of ICT and Laptop policy.

This means that we should not:

- write letters to, text or email children unless this is part of an learning activity, or part of a class activity (e.g. writing to a child in hospital) and then it must be an open activity using school equipment (and never personal equipment/phones or email addresses)
- communicate with a child via social networking sites

Use of Social Networking Services

Please refer to the WSCB Social Networking Policy 2015. In particular, we should not:

- undermine confidence in the school by making derogatory or personal comments in the community (including virtual communities such as social media) relating to staff, children, volunteers or the school itself. If we have a genuine concern, use the appropriate channels to inform the head or governors (also see Whistleblowing Policy)
- communicate with or accept requests from pupils or ex pupils via social networking sites

Social Contact

Staff and volunteers should not make social contact with young people, and should consider any social contact with parents carefully.

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.

This means we should:

- abide by the Policy on Positive Handling and Physical Restraint
- only touch pupils for professional reasons, and 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 Safer Working Practice referred to above)
- if physical contact is appropriate, we should, if possible, ask the young person if they are happy for this to happen

Staff/pupils relationships and sexual contact

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 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. This includes using sexualised language).

Behaviour Management

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

When dealing with challenging behaviour, we...

- abide by the Behaviour Policy and the Policy on Positive Handling and Physical Restraint
- use de-escalation techniques and/or Team Teach strategies
- restrain a child as a last resort and where the safety of the child or others is compromised (any physical restraint should be reported to the DSL/DDSL and documented in the 'red book' entitled Behavioural Management/Use of Restrictive Physical Intervention)
- volunteers and visitors must inform a member of staff if a child does not behave well
- volunteers and visitors must **not** use physical restraint with a pupil – they must seek help from a member of staff

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. Spontaneous affection from children is natural and should be received in the spirit in which it is meant, but children should be helped to understand the idea of personal space as they grow older.

This means we should...

- reassure or comfort in appropriate ways, such as a hand on a shoulder, an arm around a shoulder or holding a hand.
- be aware that as children get older, e.g. Year 5 or 6, it is less appropriate to comfort physically and a more professional distance should be kept
- teach younger children to ask if they want a hug from an adult
- discourage all children from sitting on an adult's lap

Intimate Care/Personal Care

- All staff must follow the school Intimate Care Policy
- We always prompt children to carry out personal care themselves and, if they cannot manage, we ask if they would like help.
- We get a colleague to assist us in these circumstances.

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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
- A health care plan will be drawn up when advised by health professionals
- Staff will follow procedures in the Medical Needs Policy.
- All first aid incidents will be recorded and parents informed via a phone call or letter if it is a serious injury or head injury.

Home Visits / Lone working Situations –please refer to Wiltshire Council procedures:

<http://thewire.wiltshire.council/hrdirect/hsloneworking/loneworkingpolicy.htm>

All work with pupils and parents/carers should, whenever possible, be undertaken in the school.

Educational visits

Educational visits and sports activities off site are a vital part of our school curriculum.

- Trips will be planned in advance
- Risk assessments completed are completed in line with Wiltshire guidelines and Evolve.
- Parents will be required to complete a permission form before a child can attend.

Residential trips are planned at various points throughout a child's time at school.

- Risk assessments are completed
- Parents will be given detailed information about activities, travel arrangements, sleeping arrangements and provision of meals.
- Parents will be invited to attend a meeting about the residential trip.
- Medical information will be requested on the child and taken with the trip leader

Transporting pupils

- We always get a parent's permission before transporting a pupil
- Staff or volunteers using their own car get the head's permission before transporting pupils, and have appropriate insurance
- We adhere to the LA's recommended adult-pupil ratios
- Seatbelts will always be worn
- We do not transport pupils outside normal working duties
- In an emergency, staff will do their best to consult with the headteacher or other senior staff member before transporting a pupil

Photography and Video

Photographs and images are taken and stored in line with school policy on Using Photographic Images

- We do not take any photos or videos of school activities on personal devices
- We seek permission from parents/carers to take images of children
- We use the Photo Permission list to ensure that we comply with parental wishes
- Even with parent permission, whenever we plan to take images it is good practice for us to ensure that children are appropriately dressed and that photos could not be misused to harm the child or bring our own or the school's reputation into disrepute

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Access to inappropriate images and internet usage

Adults should not use equipment belonging to the school to access adult pornography or any other inappropriate material. This could include violent or extremist material. Neither should these images or materials be brought into the workplace.

Where indecent images of children or other unsuitable material are found, the Headteacher must be immediately informed; they will in turn alert the police and the Local Authority Designated Officer(s) as a matter of urgency.

Please refer to the Child Protection Policy for the allegation management procedures used by the school.

Whistle Blowing

Refer to the School's Whistleblowing policy

Sharing Concerns and Recording Incidents

All staff will follow the procedures outlined in the Child Protection Policy

- If we have any concerns about a child's welfare, we will report this immediately to the Veronika Joy Head Teacher / Designated Safeguarding lead or Rachel Griffiths Deputy Safeguarding Lead
- We will avoid asking questions if a child discloses something of concern to us
- We will be clear with anyone disclosing any matter that could concern the safety or well-being of a child that we cannot guarantee to keep the information to ourself
- In addition, there is a separate procedure for dealing with allegations against staff. These should be reported as above.
- If the allegation concerns the Headteacher, the Chair of Governors must be alerted instead.
- We will not let allegations made by a child or adult go unchallenged, unrecorded or unacted upon

Reference documents

- *'Guidance for Safer Working practice for adults who work with children and young people in Education setting'* (Government offices – October 2015)
- *Working together to Safeguard Children (July 2018)*
- *'Keeping Children Safe in Education'* September 2019
- *'What to do if you're worried a child is being abused'* 2015
- *'Information sharing'* 2015
- *WSCB Social Networking policy* 2015

Policy date 2019-20

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DECLARATION:

I agree to abide by this code of conduct when I work at Redland Primary School.

Signed: _____

Print name: _____

Role: _____

Academic year 2019-2020

Thank you.