

CHILMARK AND FONTHILL BISHOP SCHOOL

Code of Conduct for Safe Practice

Introduction

This 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 pupils. It refers to and complements other policies and guidance in your school, including:

- School Child Protection Policy
- School Behaviour Policy
- School policy on Physical Interventions.

This Code of Conduct is provided to all adults, working or volunteering in school and it provides a guide for adults working in schools regarding acceptable and desirable conduct to safeguard both adults and children.

This policy needs to be read in conjunction with ‘Guidance for Safer Working Practice for those Working with Children and young people in Education Settings 2015 (see Appendix 1) and Part 1 of ‘Keeping Children Safe in Education 2016’ (see Appendix 2).

All adults working in the school should know the name of the Designated Child Protection Teacher in the school, be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

Adults are constantly reminded that while they are caring for other people’s children, they are in a position of trust.

The guidance and accompanying documents set out standards relating to:

- responsibilities
- making professional judgements
- power and positions of trust
- confidentiality
- standards of behaviour
- dress and appearance
- gifts, rewards, favouritism and exclusion
- infatuations and crushes
- social contact outside of the workplace
- communication with children (including the use of technology)
- physical contact (general)
- physical contact (curriculum)
- intimate/personal care
- behaviour management
- the use of physical interventions
- overnight supervision and examinations
- curriculum
- whistleblowing

- sharing concerns and reporting incidents
- acceptable use of technologies
- staff/pupil relationships.

Basic principles

- The child's welfare is paramount (Children Act 1989)
- 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 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:

- Be familiar with and work in accordance with the school's policies including in particular
 - Child Protection
 - Behaviour
 - Physical Intervention
 - Internet Safety
 - Intimate Care
 - Health and Safety
 - Use of Photography and Video
 - Whistleblowing
- Provide a good example and a positive role model to pupils
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you
 - 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. For example,
 - 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

- Ensure that your relationship with pupils remains on a professional footing. For example, you must
 - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety
 - 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
 - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
 - 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

- 'Guidance for Safer Working Practice for those Working with Children and young people in Education Settings 2015 (see Appendix 1)
- Part 1 of 'Keeping Children Safe in Education 2016' (see Appendix 2)
- School policies file
- LSCB Local Safeguarding Children Procedures

Responsibilities

All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns

All adults SHOULD:	SHOULD NOT:
<ol style="list-style-type: none">1. understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.2. always act, and be seen to act in the child's best interests.3. avoid any conduct which would lead any reasonable person to question their motivation and intentions4. take responsibility for their own actions and behaviour.	

Making Professional Judgements

Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none">• discuss the circumstances that informed their action, or their proposed action, with the head teacher/designated safeguarding lead.• always discuss and misunderstandings, accidents or threats with the headteacher/designated lead• always record discussions and	

<p>actions taken with their justifications.</p> <ul style="list-style-type: none"> record any areas of disagreement and, if necessary, refer to another agency. 	
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Power and Positions of Trust and Authority

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident.

All staff SHOULD:	SHOULD NOT:
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	<ul style="list-style-type: none"> use their position to gain access to information for their own advantage and/or a pupil's or family's detriment. use their power to intimidate, threaten, coerce or undermine pupils. use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.
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Confidentiality

Staff may have access to confidential information about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child.

All staff SHOULD:	SHOULD NOT:
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<ul style="list-style-type: none"> know the name of the DSL and be familiar with child protection procedures and guidance. treat information they receive about pupils and families in a discreet and confidential manner. seek advice from the 	
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<p>DSL/Headteacher if they are in any doubt about sharing information they hold or which has been requested.</p> <ul style="list-style-type: none"> • be clear about when information can/must be shared and in what circumstances. • know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported. • Ensure that where personal information is recorded using modern technologies that systems and devices are kept secure. 	
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Standards of behaviour

Staff should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

All staff SHOULD:	SHOULD NOT:
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<ul style="list-style-type: none"> • be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children. • understand that a person who provides Early Years education may be disqualified because of their 'association' with a person living or employed in the same household who is disqualified. 	<ul style="list-style-type: none"> • behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model. • make, or encourage others to make sexual remarks to, or about, a pupils. • use inappropriate language to or in the presence of pupils. • discuss their personal or sexual relationships with or in the presence of pupils. • make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
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Dress and Appearance

Staff should select a manner of dress and appearance appropriate to their professional role.

All staff SHOULD:

- wear clothing that promotes a positive and professional image.
- wear clothing that is appropriate to their role.
- wear clothing that is not likely to be viewed as offensive, revealing, or sexually provocative.
- wear clothing that does not distract, cause embarrassment or give rise to misunderstanding.
- wear clothing that is absent of any political or otherwise contentious slogans.
- wear clothing that is not considered to be discriminatory.
- wear clothing that is compliant with professional standards.

SHOULD NOT:

Gifts, Rewards, Favouritism and Exclusion

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

All staff SHOULD:

- be aware of and understand their organisation's relevant policies, eg

SHOULD NOT:

<p>Behaviour Policy</p> <ul style="list-style-type: none"> • ensure that gifts received or given in situations which may be misconstrued are declared and recorded. • only give gifts to a pupil as part of our agreed reward system. • where giving gifts other than as above, ensure that these are of insignificant value and given to pupils equally. • ensure that all selection processes of pupils are fair and these are undertaken and agreed by more than one member of staff. • ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils. 	
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Infatuations and ‘Crushes’

Staff should make every effort to ensure that their behaviour cannot be brought into question and does not appear to encourage infatuations or ‘crushes’.

All staff SHOULD:	SHOULD NOT:
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<ul style="list-style-type: none"> • report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff • always maintain professional boundaries 	
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Social Contact Outside of the Workplace

Staff should exercise their professional judgement when making social contact outside of the workplace.

All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • when appropriate, always approve any planned social contact with pupils or parents with senior colleagues. • advise the head teacher of any regular contact they have with a pupil which could give rise to concern. • refrain from sending personal communication to pupils or parents unless agreed with the head teacher. • inform the head teacher of any relationship with a parent where this extends beyond the usual parent/professional relationship. • inform the head teacher of any requests or arrangements where parents wish to use their services outside of the workplace, eg babysitting, tutoring. 	
Communication with Children (including the use of technology)	
<p>Staff should ensure that they establish safe and responsible online behaviours, working to the school's guidelines and acceptable use policies.</p>	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • use only equipment and internet services provided by the school. • follow the school's Acceptable Use Policy • ensure that their use of technologies could not bring the school into disrepute. 	<ul style="list-style-type: none"> • not seek to communicate/make contact or respond to contact with pupils. • not give out their personal details.

Physical Contact

Staff should have physical contact in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed careplan.

All staff SHOULD:

- be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described.
- never touch a pupil 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 or fun fights.
- always allow/encourage pupils, where able, to undertake self-care tasks independently.
- ensure the way they offer comfort to a distressed pupil is age appropriate.
- establish the preference of pupils.
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- always explain to the pupil the reason why contact is necessary and what form that contact will take.
- report and record situations which may give rise to concern.
- be aware of cultural or religious

SHOULD NOT:

views about touching and be sensitive to issues of gender.	
Other Activities that require Physical Contact	
Physical contact should take place only when it is necessary in relation to a particular activity in a safe and open environment.	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • treat pupils with dignity and respect and avoid contact with intimate parts of the body. • always explain to a pupil the reason why contact is necessary and what form that will take. • seek consent of parents where a pupil is unable to give this, eg because of a disability. • consider alternatives, where it is anticipated that a pupil might misinterpret any such contact. • be familiar with and follow recommended guidance and protocols. • conduct activities where they can be seen by others. • be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact. 	
Intimate Care	
Staff should follow the school's intimate care policies and procedures.	
All staff SHOULD:	SHOULD NOT:

<ul style="list-style-type: none"> • adhere to the school's intimate care policies • consult with colleagues where any variation from the agreed procedures is necessary • record the justifications for any variations from the agreed procedures 	
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Behaviour Management	
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Staff should follow the school's Behaviour Policy

All staff SHOULD:	SHOULD NOT:
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<ul style="list-style-type: none"> • try to defuse situations before they escalate. • keep parents informed of any sanctions or behaviour management techniques used. • be mindful of and sensitive to factors both inside and outside of the school which may impact on a pupil's behaviour. • follow the school's Behaviour Policy. • behave as a role model. • avoid shouting at children other than as a warning in an emergency/safety situation. • refer to school's policy on physical intervention. 	<ul style="list-style-type: none"> • not use force as a form of punishment.
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The Use of Control and Physical Intervention

Staff must not physically intervene in a manner which could be considered unlawful.

All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • adhere to the school's policy, training and guidance • always seek to defuse situations and avoid the use of physical intervention wherever possible 	<ul style="list-style-type: none"> • use physical intervention as a form of punishment
Sexual Conduct	
Sexual behaviour by a member of staff with or towards a pupil is unacceptable.	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • avoid any form of touch or comment which is, or may be considered to be, indecent. • avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation. 	<ul style="list-style-type: none"> • have any form of sexual contact with a pupil from the school. • make sexual remarks to or about a pupil. • Discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role.
One to One Situations	
Staff should use their professional judgement when working one to one with a children to safeguard the adult and child.	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • ensure that wherever possible there is visual access and/or an open door in one to one situations. • avoid use of 'engaged' or equivalent signs whenever possible. • always report any situation where a 	

<p>pupils becomes distressed or angry.</p> <ul style="list-style-type: none"> consider the needs and circumstances of the pupil involved. 	
<p>Home Visits</p>	
<p>All work with children and parents will usually be undertaken in the school but there are emergency situations where it is necessary to make a one-off home visit.</p>	
<p>All staff SHOULD:</p>	<p>SHOULD NOT:</p>
<ul style="list-style-type: none"> agree the purpose for any home visit with the head teacher adhere to agreed risk assessment strategies avoid unannounced visits wherever possible. ensure there is visual access and/or an open door in one to one situations. Always make detailed records including times of arrival and departure. ensure any behaviour or situation which gives rise to concern is discussed with the head teacher. 	
<p>Transporting Pupils</p>	
<p>Staff should not offer lifts to pupils unless in an emergency situation</p>	
<p>All staff SHOULD:</p>	<p>SHOULD NOT:</p>
<ul style="list-style-type: none"> only transport pupils in an emergency situation with the permission of the parents/carers 	

<ul style="list-style-type: none"> • have an appropriate licence/insurance of the vehicle • take into account any specific or additional needs of the pupil • ensure they are fit to drive • ensure that if they need to be alone with a pupil this is for the minimum time. • be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to parent/carer. • report the nature of the journey, the route and expected time of arrival. • ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. • ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified. 	
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Educational Visits

Staff should follow the relevant school policies when organising educational visits.

All staff SHOULD:	SHOULD NOT:
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<ul style="list-style-type: none"> • adhere to the school's policies. • always have another adult present on the visit. • undertake risk assessments. • have parental consent to the activity. • ensure that their behaviour remains professional at all times. 	<ul style="list-style-type: none"> • share a bed with a pupil. • share bedrooms with a pupil.
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First Aid and Medication

Staff should administer first aid and medication in accordance with the school policies.

All staff SHOULD:

- act in accordance to their training.
- adhere to the relevant school policies and procedures.
- make other staff aware of the task being undertaken.
- have regard to pupils' individual healthcare plans.
- explain to the pupil what is happening.
- always act and be seen to act in the pupil's best interest

SHOULD NOT:

Photography, Videos and other Images

All staff are expected to adhere to the relevant school policies.

All staff SHOULD:

- adhere to the school's policy.
- only publish imaged of pupils with their parent/carer's written consent.
- only take images where the pupil is happy for them to do so.
- only retain images when there is a clear and agreed purpose for doing so.
- store images in an appropriate secure place in the school.

SHOULD NOT:

- take images of pupils for their personal use.
- display or distribute images of pupils unless they have parental consent to do so.
- take images of children using personal equipment.
- take images of children in a state of undress or semi-dress.
- take images of children which could be considered as indecent or

<ul style="list-style-type: none"> • ensure that the Computing Subject Lead is aware that the photography equipment is being used and for what purpose. • be able to justify images of pupils in their possession. • avoid making images in one to one situations. 	<p>sexual.</p>
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Exposure to Inappropriate Images

Staff should take extreme care to ensure that children are not exposed, through any medium, to inappropriate or indecent images.

<p>All staff SHOULD:</p>	<p>SHOULD NOT:</p>
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<ul style="list-style-type: none"> • abide by the establishment's acceptable use and e.safety policies. • ensure that children cannot be exposed to indecent or inappropriate images. • ensure that any films or material shown to children are age appropriate. 	
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Curriculum

Staff should exercise careful judgement when an area of the curriculum raises sensitive subject matters.

<p>All staff SHOULD:</p>	<p>SHOULD NOT:</p>
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<ul style="list-style-type: none"> • have clear written lesson plans. • take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries. 	<ul style="list-style-type: none"> • enter into or encourage inappropriate discussions which may offend or harm others. • undermine fundamental British values.
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<ul style="list-style-type: none"> • be able to justify all curriculum materials and relate these to clearly identifiable lesson plans. 	<ul style="list-style-type: none"> • express any prejudicial views. • attempt to influence or impose their personal values, attitudes or beliefs on pupils.
Whistleblowing	
All staff are aware of the Whistleblowing Policy and Procedures.	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • be aware of and adhere to school's Whistleblowing Policy. • report any behaviours by colleagues that raise concern. • report allegations against staff and volunteers to the head teacher, or where they have concerns about the head teacher to the whistleblowing governor. 	
Sharing Concerns and Recording Incidents	
All staff should be aware of the school's safeguarding procedures.	
All staff SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • be familiar with the school's arrangements for reporting and recording concerns and allegations. • know how to contact the Designated Officer if required. • take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school. 	

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