



Wootton Community Primary School
Policy and Code of Conduct for Safe Practice

Approved on: Sept 2018

To be reviewed: Sept 2020

Headteacher: 

Chair of Governors: 

Wootton Community Primary School

Policy and 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 students. All adults working at Wootton Community Primary School should read and adhere to the code of conduct at all times. It refers to and complements other policies and guidance including:

- Child Protection and Safeguarding Policy
- Policy for the management of pupil behaviour, sanctions and rewards, including behaviour for learning
- School Health and safety policy

This policy is based upon the document 'Guidance for safe working practice for the protection of children and staff in education settings' in which can be found useful examples of acceptable and unacceptable conduct, together with the discussion of the issues raised. This policy seeks to promote the protected characteristics, age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race religion/belief, sex (male/female), sexual orientation.

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 at Wootton Community Primary School should know the name of the Designated Safeguarding lead and deputy lead in school, be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people. All staff and governors will be offered Level 2 training every two years with annual updates.

Designated Safeguarding Lead (DSL): Mrs Jane Wilford – Headteacher

Deputy DSL: Miss Trish Jones – Senior Leader

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 by the DSL and of decisions made or further actions agreed.
- 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.
- The school will ensure internet filters are in place to ensure pupils are not exposed to inappropriate content, including extremist material.

All staff and volunteers working in the school should:

- Be familiar with and work in accordance with the school's policies and procedures including in particular:
 - Child Protection
 - Behaviour
 - Policy on the use of force by staff to control or restrain students
 - Internet Safety
 - Intimate Care
 - Health and Safety
 - Use of Photography and Video
 - Whistleblowing
- Provide a good example and a positive role model to students.
- Provide training on specific safeguarding concerns such as extremism.
- Behave in a mature, respectful, safe, fair and considered manner. For example, ensuring that they
 - Are not sarcastic, and do not make remarks or "jokes" to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
 - Do not embarrass or humiliate children.
- Not discriminate favourably or unfavourably towards any child. For example all students should be:
 - Treated equally – and staff should never build "special" relationships or confer favour on particular students.
 - Do not give or receive (other than token) gifts unless arranged through school.
- Ensure that relationships with students remains on a professional footing. For example, staff must:
 - Only touch students for professional reasons, and when this is necessary and appropriate for the student's wellbeing or safety (more guidance on this is set out in the school's behaviour and discipline policy on the use of force by staff to control or restrain pupils.

- Not behave in a way that could lead a reasonable observer to question their 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, social networking and other messaging systems). Email is not be used for sending school work directly to pupils. In any exceptional circumstances staff should discuss reason necessary with the headteacher.
- Not develop "personal" or sexual relationships with students. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new 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)

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. Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child.

Equality

All staff should adhere to the school's Race Equality Policy, in addition to the requirements of the law. This means that staff:

- Should not discriminate in recruitment and employment practices, nor in the delivery of services.
- Should ensure their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals.

One to one supervision

When staff work regularly on an individual basis with children they are generally more vulnerable to allegations. Wherever possible support should take place in a visible or audible place and not secluded areas of the school.

First Aid

In cases where first aid or medication needs to be administered, all staff should adhere to the school's health and safety policy and medical policy. Parents must complete the school medication consent form if prescribed medication is required.

Behaviour management

In extreme circumstances, staff in school have the right to use physical/reasonable force for the shortest period of time necessary to control or restrain a child. This should only be used

to prevent pupils from committing a crime or causing severe injury, damage or disruption. Staff should use this as a last resort after trying to defuse the situation before it escalates.

Dress and appearance

A person's dress and appearance are matters of personal choice, however, staff should ensure that they are dressed safely and appropriately for the tasks that they undertake and that through their appearance they promote a professional and positive image.

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, such as when a pupil needs reassurance. 'Limited touch' should be adapted to the situation and needs of the child. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Transporting children

In certain situations e.g. out of school activities, staff may agree to transport children, providing they have the correct car insurance. The Headteacher should plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Whenever possible (best practice) it is advisable that transport is undertaken other than in private vehicles with at least one additional adult to the driver to act as an escort. Staff have a responsibility to ensure that the transport provided is safe and that the vehicle meets the legal requirements, is insured and does not exceed the maximum capacity. Risk assessments using EVOLVE must be completed at least 6 weeks before the journey is to take place.

Education visits and after school clubs

Staff should refer to the school education visit policy and EVOLVE guidance for detailed safeguarding guidance during visits. Staff should take particular care when supervising pupils in the less formal environment of an unknown location, after-school activity or residential setting. During school activities that take place off the school site or out of school hours, a more relaxed approach may be used, however, staff must remain professional at all times. Staff need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. All appropriate risk assessments must be completed with the correct adult/child ratio.

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 written and agreed with the parent/carer who should state an appropriate level of supervision to safeguard the child and meet legal requirements. Wherever possible, children should be encouraged to act independently and manage their own personal care. When assistance is required, staff must ensure that another adult is in the vicinity and aware of the task to be undertaken.

Use of ICT

There will be many school activities when children are filmed or photographed. These must be as part of the curriculum, extra school activities, for publicity or to celebrate an achievement. Staff need to be aware of the potential misuse of these images and therefore careful consideration needs to be taken in how these recordings are organised and undertaken. Parents/carers must give written consent for their child's image to be used publically and all staff must be vigilant to identify any concerns or misuse of any footage/data. Personal cameras are not to be used in school and for school activities. Under no circumstances should staff have their mobile phones on display in the classroom and personal phones must never be used to take school photographs. Staff need to recognise that this could lead to accusation against themselves regarding the filming/photography of pupils and need to safeguard themselves from any potential issues. Social networking sites must not be accessed on the school premises and staff must not have contact with pupils or parents on these sites. Public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear or repercussion. Wootton Primary School has a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1988. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Headteacher, Chair of Governors and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.