

ALL SAINTS UPTON CE PRIMARY SCHOOL
Code of Conduct for Adults Working in Schools
(Safeguarding)
(Staff, Governors, Volunteers and Visitors)

Adopted 2009

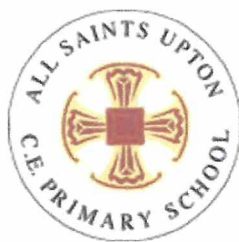
Reviewed 2010, 2011, 2012 and 2015.

Review annually at Spring Full Governors Meeting

27/1/16 2016 Signed..... *P Banks*..... chair/vice-chair

17/3/17 2017 Signed..... *P Banks*..... chair/vice-chair

2018 Signed..... *Liz Sandford*..... chair/vice-chair



All Saints Upton CE Primary School
Code of Conduct for Adults Working in Schools (Safeguarding)
(Staff, Governors, Volunteers and Visitors)

Introduction

The document provides a guide for adults working in schools about acceptable and desirable conduct to protect both adults and children. It refers to and complements other policies and guidance at the School including:

- Child Protection Policy
- Behaviour Policy
- Internet Safety Policy
- Anti Racist Policy
- Whistle Blowing Policy
- Anti Bullying Policy
- Equal Opportunities Policy
- Volunteer drivers
- Code of conduct for volunteers working in schools
- Guidance on Use of Social Networking Sites

This policy is based upon the DCSF 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 discussion of the issues raised. All adults working in school should know the name of the Designated Child Protection Teacher (Mr C McConnell) in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Basic Principles

- The Child's welfare is paramount (Children and Families Act 2014)
- All staff have a 'duty of care' to the children.
- 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 school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern.
- This would include reporting infatuations by a child 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
- Staff should be fully committed to safeguarding the welfare of all pupils by taking all reasonable steps to protect them from physical, sexual or emotional abuse
- All adults should conduct themselves in a way that reflects the values of the school and meets the expected high professional standards
- Our safer recruitment and selection procedures will be followed for all appointments

All staff, volunteers and visitors to All Saints Upon must:

- Be familiar with and work in accordance with the policies at All Saints Upton including in particular:
 - Child Protection
 - Behaviour
 - Internet Safety
 - Health and Safety
 - Whistleblowing
 - Guidance on Use of Social Networking
- Provide a good example and a positive role model to students
- Behave in a mature, respectful, safe, fair and considered manner.

For example:

- Not making sarcastic remarks or 'jokes' to children that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
- Not embarrassing or humiliating children
- Shouting at children or the creation of a confrontational situation is rarely beneficial in the longer term
- Staff are not permitted to physically strike a student and should only restrain a student when it is necessary to protect that student or prevent an assault on another person
- Not discriminate favourably or unfavourably towards any student.

For example:

- Treating all children equally – never building 'special' relationships or conferring favour on particular children
- Not giving or receiving (other than token) gifts unless arranged through the school.
- You are expected to work with all children, irrespective of their demeanour or ability. Staff should never attempt to refuse to do so, or do so by neglect. Treat every opportunity as a fresh start for a child and try always to emphasise the positive
- Pupils, past or present, should not be added as friends on any social networking sites.
- Ensure that relationships with children remain on a professional footing.

For example:

- Only touching children for professional reasons when this is necessary and appropriate for the student's wellbeing or safety.
- Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children.
- Staff, especially male staff, should be careful not to be alone with children. Leave a door open, or ask for someone to sit in if you are at all concerned about an interview
- Not making arrangements to contact, communicate or meet with children outside work (this includes use of email, text and other messaging systems).
- Not developing 'personal' or sexual relationships with children.
- Particular 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)

Additional information

Dress code.

We require our children to wear uniform and the same principles of "fitness for purpose" should be reflected in staff dress. Health and Safety in the workplace should also be considered.

Smoking/Alcohol

Alcohol may not to be consumed during the working hours. Staff are not permitted to smoke on the school premises or within the grounds. Staff must be conscious of the school's drug policy when discussing such issues, particularly the use of illegal substances, with children.

Equalities Act

This policy has been considered under the Equalities Act 2010, giving due regard to the three principles;

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic, and persons who do not share it.

We are committed to:

Eliminating discrimination and harassment

Promoting equality of opportunity

Promoting good relations and positive attitudes towards all people

Encouraging participation in public life.

Our commitment covers equality on grounds of: age, disability, gender (including Transgender), race, religion/belief and sexual orientation.

Reference Documents

Safeguarding Children in Education DfES

School Policies

Guidance for Safe Working Practice of

Children and Staff in Education Settings DfES (IRSC) Feb 2005