



Safer Working Practices – Staff Code of Conduct

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this 'Code of Conduct' and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (2009)'. This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages everyone to work in an open and transparent way that should avoid someone questioning their motives, intentions or suitability to work with young people.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

All visitors must sign in and wear the school's visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer. Only adults who present an Enhanced Criminal Records Certificate or a letter from their employer stating one is in place can work unsupervised with children. Key professionals including Social Workers, Ofsted, Police, Health Professionals and Educational Psychologists will only be required to present their photo ID as their employer will have ensured an enhanced CRB is in place.

Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.

If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school's DSL or their deputy.

Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher. Concerns regarding the Headteacher should be directed to the Chair of Governors.

Pattishall Primary's Code of Conduct states that you should:

- ✓ dress appropriately to your role, ensuring that clothing is not likely to be viewed as offensive or revealing and is absent of any political or other contentious slogans or images
- ✓ act as an appropriate role model, treating all members of the school community with respect and tolerance
- ✓ respect others' confidentiality unless sharing information is required for their welfare
- ✓ adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable use policy)
- ✓ report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations that may arise that sit outside this code of conduct
- ✓ share with the Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed.
- ✓ inform the Headteacher if someone that I live in the same house as is barred from working with children (disqualification by association)

You should not:

- ✗ make, encourage or ignore personal comments which scapegoat, demean or humiliate any member of the school community
- ✗ use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community
- ✗ develop 'personal' or sexual relationships with children and young people including making sexual remarks
- ✗ discriminate favourably or unfavourably towards a child

- ✘ give personal contact details to pupils; communicate outside of school using social networks, email, text, twitter etc; or meet a young person out of school unless part of a planned school activity with the knowledge of the Headteacher
- ✘ have conversations on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school. Avoid contact with parents through social network sites and any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people
- ✘ use personal equipment to store photographs of children. These should be transferred to the school's network drives and deleted from iPads etc as soon as possible.
- ✘ undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of another staff member and in keeping with your particular responsibilities
- ✘ transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned. Unforeseen events should be reported to the Senior Leadership Team
- ✘ have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them to avoid poor working practices that may lead to their behaviour being investigated and the consideration of disciplinary procedures.

This policy is linked directly to the following:

- Child Protection & Safeguarding Policy
- E-Safety Policy
- Intimate Care Policy
- Whistle-blowing Policy
- Behaviour Policy
- Curriculum policies