



Rudston Primary School

**Safer Working Practices Code of
Conduct Policy**

Date: September 2022

**This policy and all school policies are produced in accordance to
guidance set out in our school legislation and guidance policy.**

Approved By Governors: September 2022

Review Autumn Term 2024

Safeguarding Statement:

“Rudston Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Our Mission Statement:

To develop a love of learning,
enabling all children
to reach their full potential.

* Respect * Resilience *
* Responsibility * Enjoyment *
* Challenge *

Introduction:

Keeping Children Safe in Education (DFE 2021) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and governors.

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' along with the Safer Recruitment Consortium [Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#) 2019 and [Guidance for safer working practice for those working with children and young people in education settings; Addendum](#) 2020

Everyone must also read and understand part one and annex B of Keeping Children Safe in Education (DFE 2022). This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

Our school promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately. Creating this culture in which all concerns are shared responsibly, in a timely way with the right person, and are recorded and dealt with appropriately is critical to effective safeguarding practice. This culture enables the school to identify concerning, problematic or inappropriate behaviour at the earliest possible stage, minimises the risk of abuse and ensures that all adults working in or on behalf of the school are clear about professional boundaries and act within these, in accordance with our ethos and values. This culture also empowers individuals to share concerns with key staff about their own behaviour at the earliest possible opportunity.

It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child's welfare or an adult's behaviour towards a young person. This includes any behaviour which may not meet the harm threshold and may be deemed to be a 'low level concern' as set out in our child protection policy. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer 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. Further information and guidance regarding how school will respond to concerns about an adult's conduct towards children where the harm threshold is met are set out in our managing allegations policy.

Code of Conduct:

Our school will create a culture of openness, transparency, trust and support where all members of the school community feel empowered to share relevant information about themselves or someone else.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 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 Designated Safeguarding Lead (A. Mulvaney), Deputy Designated Safeguarding Lead (W. Walters) or another member of the school's Leadership Team. Always listen carefully to the child and report what they tell you in the child's own words. Never promise to keep a secret.
- 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 Head teacher. In the absence of the Headteacher, concerns should be shared with another senior member of staff such as the Deputy Headteacher or Designated Safeguarding Lead, or the Chair of Governors. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer. The school's Whistleblowing Policy and the NSPCC whistleblowing helpline are available for staff who do not feel able to raise concerns internally. Staff can call the NSPCC on 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk. [Safeguarding-Mate](#) can also guide staff should they have a concern about an adult's behaviour.
- If you are worried that the behaviour of an adult working in the school (including all third party staff, supply staff and volunteers) is giving cause for concern, no matter how small the concern is and even if it does not meet the harm threshold, you must share your concerns with the designated safeguarding lead without delay. This is in line the low level concern procedures set out within our child protection policy. Concerns regarding the designated safeguarding lead should be directed to the headteacher.
- Anyone (in emergencies or if they are required to) can make a referral about their concerns for a child directly to Children's Services.

You should:

- Follow the school's child protection policy and procedures and in line with this share safeguarding information appropriately but also act accordingly with sensitive and confidential information.
- All staff must follow the school's policies: including behaviour; antibullying; equality in all interactions in school. Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/reprimand is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with their phase leader at the earliest opportunity.
 - Individuals should not 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 pupil; use inappropriate language to or in the presence of pupils including the use of name calling or comments regarding ability or SENs; 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. Behaving in an unsuitable way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the NCTL, a bar from engaging in regulated activity, or action by another relevant regulatory. Be alert to the indicators of harm and abuse towards a child, including peer to peer abuse.

- Dress appropriately according to your role, ensuring that clothing is compliant with professional standards and is not likely to be viewed as offensive or revealing and that it 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. Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.
- Ensure that they appropriately challenge any form of derogatory and sexualised language or behaviour to ensure that everyone is respectful at all times.
- Ensure gifts given or received are recorded and discussed with your Line Manager.
- Respect others' confidentiality unless sharing information is appropriate to ensuring 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, data protection, health and safety and online safety (acceptable use policy).
- Ensure that you understand your responsibilities under the UK General Data Protection Regulation and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.
- Report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions both in and out of school. Also share situations with the designated safeguarding lead if you feel your actions might have sat outside this code of conduct, or may appear to others that they have done so.
- Share with the designated safeguarding lead (or Head teacher in their absence) 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 in line with the low level concern procedures set out in our child protection policy. Examples of such behaviours include, but are not limited to, being over friendly with children, having favourites, using inappropriate sexualised, intimidating or offensive language, taking photographs of children on their mobile phone or engaging with a child on a one to one basis in a secluded area or behind a closed door. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.
- Understand that it may be appropriate to discuss with the Head teacher matters outside of work, including online, which may have implications for the safeguarding of children in the workplace. This includes information about yourself. You must ensure that you are aware of the circumstances where this would be applicable.
- Be aware that behaviour by yourself, those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
- Staff are encouraged to declare any relationships which exist outside of the workplace with any children, families or staff. This is in line with our school culture and enables any implications for practice to be considered and staff to be provided with appropriate advice to support safer working practices.
- Understand the circumstances where it may be necessary to 'self-report' incidents where they could have found themselves in a situation which could be misinterpreted, or may appear compromising to others, or if they have behaved in a manner which, on reflection, they consider to fall below the standards set out within the code of conduct for staff.

- Be aware that behaviour by themselves, those with whom they have a relationship or association or others in their personal lives (in or out of school, or online), may impact on their work with children. This policy should be read in conjunction with the Online Safety, GDPR/Data Protection Policy and Safeguarding Policy.
- Inform the head teacher of any cautions, convictions or relevant orders accrued during your employment, and/or if you are charged with a criminal offence.
- Understand that if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006 (those staff covered by the scope of the guidance): www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006 then you must inform your headteacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)
- All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, and recycle'. All money handled should be clearly labelled and sent to the school office by the end of the working day.
- All staff are expected to behave professionally, thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff should endeavour to book medical appointments outside working hours.
- Suitable smart/professional clothing and footwear must be worn to work. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual, jeans are not permitted. It is important that all staff wear clothing that is:
 - Appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor
 - Not likely to be viewed as offensive, revealing or sexually provocative
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Absent from any political or otherwise contentious slogans
 - Not discriminatory
- Staff should seek to establish a good and open relationship with parents. Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly (a response to parents requests or concerns must be made within 2 working days).
- All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues. Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular. This includes not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The expression of extremist views by staff will not be tolerated and should be reported to the Chair of governors or Head teacher, who will contact relevant authorities if necessary.
- All staff should take care of their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. All staff have access to counselling and support and are encouraged to discuss issues and concerns with the head teacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

Never:

- Act in a way both at work and/or in your personal life (including online) that brings yourself, school or the teaching profession into disrepute.
- Make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community including ignoring any form of peer to peer abuse.
- Use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
- Develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
- Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- Discriminate favourably or unfavourably towards a child.
- Give personal contact details to pupils or communicate outside of school using social networks, email, text, Whatsapp, etc. or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- Have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
- Use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- Post on the school's website or social media accounts any photographs of children without their consent. (Some children may be put at risk by their whereabouts being made publicly)
- Use your personal mobile phone (or other personal IT equipment) in areas used by children during their directed hours/paid hours of employment unless in emergencies or under an agreed protocol set out by the head teacher. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers. In early years settings mobile phones should be locked away rather than carried by staff in areas occupied by children.
- Undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your own responsibilities. You should not cover windows or door panels but always act in an open and transparent way.
- 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 and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey
- 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. Any physical contact with a child that was needed to control or

restrain a child should always be the minimum required. Staff should only exercise physical restraint as a last resort to prevent injury. If restraint is required the staff member must request immediate assistance from a member of the SLT who are the only staff trained in restraint techniques. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

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