



CODE OF CONDUCT

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When they see your respectful and pure conduct.

POLICY & PROCEDURE

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 the school.

This policy is based upon 'Guidance for Safe Working Practice for Adults Who Work with Children and Young People (education version)' October 2015), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

Always remember that while you are caring for other people's children, you are in a position of **trust** and your responsibilities to them and the organisation must be uppermost in your mind at all times. The child's welfare is paramount (Children Act 1989).

All adults working in the school should know the name of the Designated Safeguarding Lead in the school, be familiar with the school's child protection policy, and understand their responsibilities to safeguard and protect children and young people.

Basic principles

- 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 race, 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
- 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 professional. 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

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- 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.

As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:

- Is this needed to meet the pupil's needs?
- Is there a professional reason for me to do it?
- Can I do it in a way which is safe for both the child and for me?

Only if the answer to all three questions is YES should the adult take the course of action.

Confidentiality

As part of their responsibilities, staff may be given highly sensitive or private information. The storing and processing of personal information about pupils is governed by the Data Protection Act 1998. Such information should be kept confidential and shared on a need-to-know basis only.

Use of Personal Living Space –maintaining privacy and professional boundaries

We should not invite any student into our home unless the reason for this has been firmly established and agreed with parents/carers and senior leaders.

Gifts, Rewards and Favouritism

In order to ensure transparency and avoid misinterpretation of intent (e.g. bribery or grooming), staff must not accept gifts from pupils or their families, beyond a token. If you are approached by a member of the school community to receive a gift, it should be politely refused and the Headteacher informed.

Dress and Appearance

Staff are expected to come to work professionally dressed in clothes suitable for the tasks to be undertaken. Denim is not appropriate professional dress during school sessions although may be worn as clothing when taking part in 'Forest School' sessions.

Communication with Young People Including Use of Social Networking Services

All adults working in school must maintain professional conduct with pupils and their families at all times. Communication with children and families must be limited to that required to discharge your professional duty. Staff must remember they are bound by confidentiality so should ensure any communication is in the best interests of the school and its pupils. Please also refer to the school's E-Safety Policy and WSCB Social Networking Policy 2015 (which the school has adopted) for further information.

Behaviour Management

All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Please refer to the school's Behaviour Policy for further information.

First Aid and Administration of Medication

- Appropriate training will be provided before an individual takes on a role which may require administering first aid or medication
- Health care plan will be drawn up when required and should be shared with all relevant professionals and adhered to
- First Aid must be recorded in the log book located in each staff room when any treatment is given and parents will be informed verbally by the child's classteacher. Children who receive a head bump will also take home a letter to this effect.

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1:1 situations

Where there is a need for us to be alone with a student, this should always be in a room containing a viewing window and another member of staff should be informed of your location. Adults working 1:1 with pupils must have received the appropriate vetting and barring checks.

Home Visits / Lone working Situations

All work with pupils and parents/carers should, whenever possible, be undertaken in the school. There are however occasions where it is necessary to arrange a home-visit. These must be discussed and authorised by the Headteacher first to ensure all relevant safety precautions are in place to maintain staff well-being.

Trips and outings

Risk assessments using the "Evolve" system should be completed and authorised by the Headteacher before any trips or outings proceed. Parents should be informed of any visit or outing beyond the school boundaries beforehand, even if classed as a local visit. Any classroom activity that could present a risk to children also must have risk assessments completed in the same way.

Transporting pupils

When transporting pupils to and from events. Staff must consider:

- Parents/carers permission (if not included within local area permission)
- Vehicle used (e.g. if own vehicle, business insurance must be in place)
- The appropriate ratio of pupils/adults is in place
- Adults have had appropriate vetting
- Seat belts within vehicles. These must be worn at all times by pupils
- Transporting student outside normal working duties
- Clear procedures are in place in the event of an emergency situation
- Appropriate risk assessments are in place and have been signed off by the Headteacher

Photography and Video

Please refer to the E-Safety Policy which outlines requirements relating to photography/video in school.

- When a student starts at Churchfields, we seek permission from parents/carers to determine their agreement for including their children within published school photographs and videos. This list is maintained by the school office and must be referred to before publishing any photographs or videos, including to the school website.
- It is not appropriate for any of us to take photographs of students for any use beyond those required by the normal operation of the school.

Access to inappropriate images and internet usage

Adults should not use equipment belonging to the school to access adult pornography. Neither should these images be brought into the workplace.

Where indecent images of children or other unsuitable material are found, the Headteacher must be immediately informed; they will in turn alert the police and the designated officer(s) from the local authority as a matter of urgency.

Please refer to the Child Protection Policy for the allegation management procedures used by Churchfields.

Whistle Blowing

Please refer to separate policy.

Sharing Concerns and Recording Incidents

- If you have any concerns about a student's welfare, please complete a concern form and forward immediately to the Headteacher or Senior Teacher in his absence.

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- If you have safeguarding concerns with a child involving a member of staff, please inform the Headteacher. If the allegation concerns the Headteacher, the Chair of Governors must be alerted instead.

Reference documents

- 'Guidance for Safer Working practice for adults who work with children and young people' (Government offices – Oct 2015)
- 'Keeping Children Safe in Education' September 2020
- 'What to do if you're worried a child is being abused' 2016
- 'Information sharing' 2018
- WSCB Social Networking policy 2016
- School policies including 'Whistleblowing'
- WSCB website