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Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Code of Conduct (for Safer Working Practice)

for Staff, Governors, Supply and Volunteers

Together we believe, learn and achieve

St Mary's CE Primary School Code of Conduct (for Safer Working Practice)

for Staff, Governors, Supply and Volunteers

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 our school, including:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti Bullying
- E-Safety Policy
- SEND Policy
- Single Equalities Policy
- Medical Conditions
- Teaching and Learning Policy
- Intimate Care
- Health and Safety
- Use of Photography and Video
- Whistle-blowing
- Restraint
- Drug Education and Incident
- Off Site Visits

This policy is based upon the DCSF document 'Guidance for Safe Working Practice for Adults Who Work with Children and Young People (education version)' March 2009), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

Introduction

The public and all stakeholders are entitled to have trust and confidence in the integrity of the School Community, its staff, governors and volunteers.

Your conduct must therefore be of the highest standard. Confidence in the integrity of people working (paid and unpaid) within schools will be shaken by suspicion, however ill founded, that you could be influenced by improper motives.

If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this code, you must consult the Headteacher or, in her absence, the Deputy Headteacher.

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.

The Designated Safeguarding Lead is: Mrs Anne Schwodler
The deputy Designated Safeguarding Lead is: Mrs Kath More (and in her absence Mrs Mandy Howarth or Mrs Mandy Cook)
The nominated governor for safeguarding is: Mrs Joyce White

All staff and volunteers should read and understand Part 1 of *Keeping Children Safe in Education*, 2016.

Responsibilities	
All staff have a responsibility to keep pupils safe and to protect them from abuse. Pupils have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ be responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions ➤ work and be seen in an open transparent way ➤ be familiar with and work in accordance with the school's policies ➤ provide a good example and a positive role model to pupils and behave in a mature, respectful, safe, fair and considered manner ➤ ensure that their relationship with pupils remains on a professional footing 	<ul style="list-style-type: none"> ➤ discriminate favourably or unfavourably towards any child, treating all pupils equally ➤ use their position to gain access to information for their own advantage and/or a students' or family's detriment ➤ use their power to intimidate, threaten, coerce or undermine students ➤ use their status and standing to form or promote an over familiar relationship with a student ➤ attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature

Making professional judgements	
There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a pupil which could contravene this guidance or where no guidance exists.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge. These judgements should always be recorded and shared with a manager ➤ be seen to be acting reasonably 	

Power and positions of trust and authority
All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children and young people, public in general and all those with whom they work ➤ be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. 	<ul style="list-style-type: none"> ➤ use their position to gain access to information for their own advantage and/or a pupil's or family's detriment ➤ use their power to intimidate, threaten, coerce or undermine pupils ➤ use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so

Confidentiality	
As part of their responsibilities, staff may be given highly sensitive or private information. Such information should be kept confidential and shared on a need-to-know basis only.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ discuss and/or take advice promptly from the headteacher or senior member of staff about any incident which could give rise to concern ➤ a record should be kept of any such incident and of decisions made/further actions agreed, in accordance with the Safeguarding and Child Protection Policy ➤ treat information they receive about students in a discreet and confidential manner 	<ul style="list-style-type: none"> ➤ use confidential or personal information about a student or his family for their own, or others' advantage ➤ use information to intimidate, humiliate or embarrass the student ➤ use information casually in conversation or share with any person other than on a need to know basis ➤ promise confidentiality or request students to do the same under any circumstances

Standards of behaviour	
All adults working or volunteering in schools should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and colleagues.	
All adults SHOULD:	All adults SHOULD NOT:
<ul style="list-style-type: none"> ➤ Set a good example by conducting themselves appropriately ➤ Involve children in decision-making which affects them ➤ Encourage positive and safe behaviour ➤ Treat all children with respect ➤ Be a good listener ➤ Be alert to changes in child's behaviour ➤ Recognise and understand all the school's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety and 	<ul style="list-style-type: none"> ➤ use sexualised or derogatory language ➤ behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model ➤ drink alcohol when supervising pupils, or on school trips ➤ make inappropriate remarks to a student including email, text messages, phone or letter etc. ➤ make unprofessional personal comments in any form of communication

<p>information sharing</p> <ul style="list-style-type: none"> ➤ Maintain professional standards and boundaries at all times on and off the school site ➤ Be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse (see Safeguarding and Child Protection Policy) ➤ Know that behaviour by themselves, those with whom they share a household or others in their personal lives may impact on their work with children. 	
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Dress and appearance

Smart and professional appearance is expected at all times for staff. Appropriate personal presentation is expected of staff.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ dress appropriately and professionally for the work conducted in the School, so that a reasonable observer would not question your conduct, intentions or suitability to care for other people's children ➤ promote a positive and professional image which is appropriate to their role 	<ul style="list-style-type: none"> ➤ be viewed as offensive, revealing or sexually provocative ➤ distract, embarrass or give rise to misunderstanding

Gifts, rewards, favouritism and exclusion

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ ensure that gifts received or given, in situations which may be misconstrued are declared and recorded ➤ ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils 	<ul style="list-style-type: none"> ➤ accept gifts on a regular basis, or of any significant value which may be at risk of giving or receiving a bribe ➤ give personal gifts to individual students (this does not include school Christmas gifts for the whole class or prizes of a small value)

Infatuations and crushes

These place children and adults at risk and are explicitly discouraged. Marlborough St Mary's School understands the importance of reporting infatuations on the part of a pupil for any member of staff, to ensure that such situations can be handled promptly and sensitively.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ keep records of any such incident and of 	<ul style="list-style-type: none"> ➤ put themselves in a position where they are in

<p>decisions made/further actions agreed</p> <ul style="list-style-type: none"> ➤ report to the headteacher any indications verbal, written or physical that suggests a student may be infatuated with a member of staff ➤ follow procedures, including reporting to the Local Authority if necessary 	a private place, alone with a student
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Social contact outside of the workplace

It is expected that adults who work with children and young people 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.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ ensure they follow the guidance contained in WSCB Social Networking Policy 2015 ➤ inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring 	<ul style="list-style-type: none"> ➤ have any secret social contact with students ➤ accept requests to meet or connect with pupils and ex-pupils under the age of eighteen. Where this has been requested the adult should inform their manager who will decide whether to discuss with the child's parents/carers

Communication with children (including the use of technology)

Adults need to be aware of the dangers of putting personal information onto social networking sites, such as addresses, home and mobile phone numbers. Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ refer to the WSCB Social Networking Policy 2015 ➤ behave in a mature, respectful, safe, fair and considered manner at all times ➤ communicate with students and adults within clear and explicit professional boundaries and in an appropriate and professional manner ➤ ensure that behaviour and language is of a mature nature, respectful, safe, and fair ➤ be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils 	<ul style="list-style-type: none"> ➤ make arrangements to contact, communicate or meet with pupils outside work; this includes use of email, text and other messaging and social networking systems ➤ be sarcastic or make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature and that they do not humiliate children ➤ give out personal contact details to students ➤ have images of students stored on personal cameras, devices or home computers nor any images available on the internet other than through the school website (parent's permission is sought) ➤ never make a 'friend' of a child or young person on their social networking page ➤ never use or access social networking pages of children and young people and never accept an invitation to become a 'friend' of a child or young person

Physical contact (general and curriculum)

Staff are likely to come into physical contact with pupils from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment and demonstrating a move or exercise during games or PE. It is crucial that in all circumstances, we should only touch students in ways which are appropriate to our professional or agreed role and responsibilities.

All adults SHOULD:

- be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE, music or administering first aid
- always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

SHOULD NOT:

- touch a student in a way which may be considered indecent
- change in the same place as students

Intimate / personal care

Staff of Marlborough St Mary's realise that the issue of intimate care is a difficult one and one which requires staff to be respectful of children's needs. Written care plans are in place for any pupil who requires intimate care.

All adults SHOULD:

- make other staff aware of the task being undertaken
- explain to the child what is happening
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record and share with parents any variations to the agreed procedure/care plan
- Wherever possible ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken
- encourage the child to act as independently as possible and to undertake as much of their own personal care as is practicable

SHOULD NOT:

- change or toilet in the presence or sight of pupils
- shower with pupils
- assist with intimate or personal care tasks which the pupil is able to undertake independently

Behaviour management and use of care & control / physical intervention

All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ use the school's behaviour policy and adopt a restorative approach to behaviour incidents ➤ seek advice from the headteacher or SENCO and use the document outlining the use of physical restraint. If physical restraint is necessary the appropriate documents need to be filled in. (Please refer to the school's Restraint Policy) ➤ try to defuse situations before they escalate ➤ keep parents informed when necessary or appropriate to the individual ➤ use professional judgement to comfort or reassure a student in an age-appropriate way whilst maintaining clear professional boundaries ➤ always tell a colleague when and how they offered comfort to a distressed student and record any situation which may give rise to concern 	<ul style="list-style-type: none"> ➤ Use force as a form of punishment

Sexual conduct

In particular our attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a 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). The Wiltshire Safeguarding Children Board (WSCB) has developed and approved a multi-agency strategy and action plan in relation to Child Sexual Exploitation (CSE) and Abuse.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ understand that any relationship formed between an adult and a child or young person, not within the family setup, with whom they work, regardless of whether the child or young person consents or not, may be regarded as a criminal offence and will always be a matter for disciplinary action ➤ be able to identify and act upon the signs of vulnerability and risk to children and young people of CSE. Please refer to the Guidance on Child Sexual Exploitation and Abuse – Part One 2014 	<ul style="list-style-type: none"> ➤ develop 'personal' or sexual relationships with pupils ➤ have communication with a student which could be interpreted as sexually suggestive or provocative ➤ discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role

One to one situations

Where there is a need for any member of staff to be alone with a student, certain procedures and explicit safeguards must be in place.

All adults SHOULD:	SHOULD NOT:

<ul style="list-style-type: none"> ➤ ensure any discussions or conversations with children on their own will be undertaken in a public place or in a teaching area with the door open ➤ always report any situation where a child becomes distressed or angry to the headteacher or senior teacher ➤ consider the needs and circumstances of the child or children involved 	<ul style="list-style-type: none"> ➤ conduct meetings with students in private ➤ arrange to meet with pupils from the school or setting away from the work premises, unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers
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Home visits

Please refer to Wiltshire Council procedures:

<http://thewire.wiltshire.council/hrdirect/hsloneworking/loneworkingpolicy.htm>

Whenever possible, meetings should be undertaken in the school. There are however occasions where it is necessary to arrange a home-visit.

All adults SHOULD:

- obtain permission from parents to conduct a home visit
- obtain authorisation from the headteacher
- ensure that if these take place 2 members of staff will go together

SHOULD NOT:

- conduct any home visit that has not had prior approval
- enter a home if the parent/carer is absent

Transporting pupils

We use the Evolve system for planning trips and undertaking all associated risk assessments.

Through communication with the Local Authority, our Education outside the Classroom activities are always safe and never go ahead unless fully approved.

All adults SHOULD:

- seek parents/carers written permission
- seek documentation regarding: MOTs; Insurance; Driving Licenses when staff and /or volunteer transport is required. Parents/carers always give written consent to travel in the car of a staff member or named person
- provide a carefully considered, variable ratio of pupils/adults.
- ensure that all passengers wear seat belts
- be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to a parent/carer

SHOULD NOT:

- be alone with a child for any longer than strictly necessary
- drive under the influence of any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive

Educational visits

All risk assessments for trip and outings are completed through 'Evolve' by the EVC which then in turn will be authorised by the headteacher or county dependent on the visit undertaken.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ ensure that approval has been sought from the Headteacher ➤ ensure that the necessary risk assessments are in place ➤ ensure that all trips and visits will have the consent from parents ➤ Follow the guidance of the Off Site Visits Policy 	<ul style="list-style-type: none"> ➤ allow a child on a school trip or outing unless we have gained from the parents/carers a consent form and details of going home ➤ drink alcohol or smoke for the duration of the visit ➤ share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with Head teacher, parents and pupils

First Aid and medication

Appropriate training will be provided before an individual takes on a role which may require administering first aid or medication. Health care plans will be drawn up when medication or emergency medication is needed eg: epipen.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ ensure that for daily or prescribed medication permission of parents is obtained ➤ Ensure that only prescription medication is administered ➤ ensure that a medical form is completed informing parents/carers when first aid has been administered and by whom ➤ adhere to the Health & Safety and Medical Conditions policies for medication and first aid 	<ul style="list-style-type: none"> ➤ administer first aid or medication unless there is consent from the parent/carer via a letter, medicine admission forms or school medical form

Photography, video and other images

We only use school equipment to take photographs .The term ‘images’ encompasses photographs - both digital and film - and video.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ check permission has been obtained from the parents for the individuals to be in pictures ➤ Ensure that children’s names are not included with the picture ➤ be clear about the purpose of the activity and about what will happen to the photographs when the lesson is concluded ➤ ensure that all images are available for scrutiny in order to screen for acceptability ➤ be able to justify images of children in their possession ➤ be mindful when taking images of how they might be used and encourage children to tell us 	<ul style="list-style-type: none"> ➤ Make images in one to one situations ➤ Have images of students stored on personal cameras, devices or home computers ➤ Make images of students available on the internet, other than through the school website (parents give permission for this)

if they are worried about any photographs that are taken of them	
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Exposure to inappropriate images

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.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ refer to the Safeguarding and Child Protection Policy for the allegation management procedures used by ➤ Report any inappropriate images found on the internet to the child protection officer who will report this immediately to the security website linked to our internet provider 	<ul style="list-style-type: none"> ➤ use equipment belonging to the school to access adult pornography. Neither should these images be brought into the workplace

Personal living accommodation including on site provision

Personal living accommodation including on site provision is not provided or offered to any student.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations ➤ be mindful of the need to maintain professional boundaries 	<ul style="list-style-type: none"> ➤ invite any student into our home unless the reason for this has been firmly established and agreed with parents/carers and senior managers

Overnight supervision and examinations

Marlborough St Mary's School does not advocate or encourage overnight supervision of students unless they are on residential visits.

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ complete a risk assessment for a residential visit, including staff ratios and sleeping arrangements and supervision 	<ul style="list-style-type: none"> ➤ Supervise any student on a one to one basis in a room overnight

Whistleblowing

All adults have a duty to report any concerns to the appropriate authorities

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ Be vigilant and take action if necessary ➤ report any behaviour by colleagues that raises 	<ul style="list-style-type: none"> ➤ Adopt an attitude of leaving it to someone else to report

<p>concern</p> <ul style="list-style-type: none"> ➤ report allegations against staff and volunteers to their manager, or where they have concerns about the manager, report these to the Chair of Governors ➤ Follow the School Whistleblowing policy 	
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Sharing concerns and recording incidents

All adults working or volunteering in schools are responsible for the children in their care

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ be familiar with the School’s Safeguarding and Child Protection Policies ➤ report any concerns about children’s safety to the Designated Safeguarding Lead or Deputy Lead ➤ follow the procedures laid out in the School Safeguarding and Child Protection policy ➤ alert the Chair of Governors if the concern involves the Headteacher 	<ul style="list-style-type: none"> ➤ Discuss concerns with anyone who does not ‘need to know’

Acceptable use of technologies

At Marlborough St Mary’s unlawful or unsafe behaviour online is unacceptable and where appropriate, disciplinary or legal action will be taken

All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ➤ assist children to work safely and responsibly with the internet and other communication technologies and monitor their own standards and practice ➤ follow expectations of behaviour and/or codes of practice relevant to social networking for educational, personal or recreational use ➤ support safer working practice ➤ minimise the risk of misplaced or malicious allegations made against adults who work with children and young people 	<ul style="list-style-type: none"> ➤ abuse or misuse their position of trust ➤ request or respond to any personal information from children other than which may be necessary in their professional role

Additional guidance

- [Guidance for safer working practice for those working with children and young people in education settings](#) (Safer Recruitment Consortium – October 2015)
- [Keeping Children Safe in Education](#) 2016
- [What to do if you’re worried a child is being abused](#) 2015
- [Information sharing](#) 2015
- [WSCB Social Networking policy](#) 2015
- [WSCB website](#)

Please sign the slip and return to the School Office

**Marlborough St Mary's CE Primary School
Code of Conduct (for Safer Working Practice)**

for Staff, Governors, Supply and Volunteers

I confirm that I have read and understood the Code of Conduct for Marlborough St Mary's Church of England Voluntary Controlled Primary School and agree to abide by its contents.

Signed: _____

Date: _____

Print Name: _____

Capacity Involved with the School: _____