

SAPIENTIA EDUCATION TRUST



Old Buckenham Primary School

'Inspiring Learning for Life'

Code of Conduct

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Executive summary	This policy has been reviewed by staff
Review body	Teaching Staff
Endorsed by	Governing body
Review frequency & next review date	Annually February 2021
Comments	<p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Governing Body on an annual basis.</p> <p>NB: when reading about illness please note that this will be in view of current government guidance related to COVID-19</p>

# SAPIENTIA EDUCATION TRUST

## Code of Conduct

This Code of Conduct applies to all adults working or visiting our school, whatever their position, role or responsibility in either a paid or unpaid capacity.

### 1. Duty of Care

All adults should be familiar with the KCSIE document which reminds staff that it is their duty to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

- All adults are expected to provide a safe environment in which children can learn.
- All adults have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.
- All staff have a responsibility to take appropriate action and to work with other services when needed.
- All adults must engage with child protection training, be aware of the signs of abuse & use the appropriate internal procedures (MyConcern).
- All adults have a duty to protect children from the risk of radicalisation which includes organising visitors to speak in assemblies or to groups of children (see Preventing Radicalisation Policy)
- All adults must always act, and be seen to act, in the child's best interests, avoiding any conduct which would lead any reasonable person to question their motivation and intentions.
- All adults must understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached and take responsibility for their own actions and behaviour.
- If any adult has concerns about poor or unsafe practice or procedures in school then they should use the appropriate whistleblowing procedures which can be found on the website or on the notice board.

### 2. Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the upmost importance. The school's equality objectives can be located on the school's website. White House Farm Primary School is committed to equality and expects staff to uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role
- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Head teacher

### 3. Power and Positions of Trust

Adults should not:

- Use their position to gain access to information for their own advantage and/or a child'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 children, which are of a

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sexual nature.

All adults should:

- Avoid behaviour, which might be misinterpreted by others, and report and record any incident with this potential.
- Work in line with the PREVENT duty this means:
- All members of staff have a duty of care to ensure that children are not drawn into extremist ideology either by indoctrinating children or by allowing them to access information via the internet which may allow this to happen.
- Staff should engage with Prevent awareness training and other training that could help staff prevent people being drawn into terrorism and challenge extremist ideas which can be used to legitimise terrorism and are shared by extremist groups.
- Information should be shared using our internal information gathering system MyConcern.
- Staff should ensure that fundamental British values are promoted in the delivery of the curriculum and extra-curricular activities and reflected in the general conduct of the school.
- Staff must make sure children are safe from terrorist and extremist material when accessing the internet.
- Staff should make a referral to Channel when it is appropriate – this provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

#### **4. Confidentiality**

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a pupil/student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage. Staff must work within the requirements of the GDPR and Data Protection Act 2018, ensuring that they follow the 'data protection principles.'
- If a child or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead.
- For the avoidance of doubt, staff must not make promises of confidentiality to a pupil/student in these circumstances and must escalate their concerns through the school's appropriate channels only.

#### **5. Propriety and Behaviour**

All adults should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- Use social media sites irresponsibly (Facebook, Twitter, etc.) including social nights out with other members of staff.
- Use personal phone, e-mail, Facebook etc. to communicate with children or parents of the children within school including parents and friends of an offspring that might attend OBPSN.

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- Make sexual remarks to a pupil (including email, text messages, phone or letter).
- Discuss their own sexual relationships with, or in the presence of pupils.
- Discuss a pupil's sexual relationships in inappropriate settings or contexts. Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
- All adults should follow the behaviour policy, manage behaviour positively and not move children physically unless they are team teach trained or there is a need to move a child to ensure their safety or the safety of others around them.

### 6. Dress and Appearance

All adults should wear clothing which:

- Promotes a positive and professional image Is appropriate to their role Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding. Is absent of any political or otherwise contentious slogans Is not considered to be discriminatory.
- Footwear must be safe, sensible, smart and clean. Trainers, unless a specific role requirement, or flip-flops are not acceptable.

### 7. Gifts

All adults should:

- Generally, only give gifts to an individual young person as part of an agreed reward system. Where giving gifts other than as above, ensure that those are of insignificant value and given to all children equally and a senior colleague is informed.
- Be honest and have integrity – this means
- The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.
- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure.
- Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Head teacher, with the exception of "one off" token gifts from students or parents such as at the end of the Academic Year. This includes gifts in the form of hospitality and sponsorship.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- A failure to adhere to this may lead to disciplinary action.

### 8. Infatuations

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## **8. Infatuations**

All adults should:

- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.

## **9. Social Contact**

All adults should:

- Not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.
- Not accept friendship requests of past or present pupils through social media websites.
- Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
- Advise senior management of any regular social contact they have with a pupil which may give rise to concern.
- Report and record any situation, which they feel, might compromise the school or their own professional standing.

## **10. Physical Education and other activities which require physical contact.**

All adults should:

- Explain the reason why contact is necessary and what form the contact will take in order to support a child so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.
- Ensure that contact under these circumstances is for the minimum time necessary to complete the activity and take place in an open environment.
- Remain sensitive to any discomfort expressed verbally or non-verbally by the child.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.

## **11. Toilets, Showers and Changing.**

All adults should:

- Avoid entering toilet cubicles when accompanying children to the toilet.
- Avoid any physical contact when children are in a state of undress. Avoid any visually intrusive behaviour where there are any changing rooms
- Announce their intention of entering
- Avoid remaining in the room unless pupil needs require it.
- DO NOT change in the same place as children DO NOT shower with children

## **12. Pupils in Distress or concerns about a child**

All adults should:

- Consider the way in which they offer comfort to a distressed pupil

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- Always tell a colleague when and how they offered comfort to a distressed child
- Record situations which may give rise to concern and pass on to HT Raise concerns with the schools designated safeguarding lead (DSL) If there is no DSL in school & there is significant risk of immediate serious harm a referral should be made to children's social care immediately by the member of staff who has identified the concerns.
- Be aware of the reporting requirements for FGM which is to report to Children's social care and the police.

### **13. Behaviour Management**

All adults should:

- Not use force as a form of punishment
- Try to diffuse situations before they escalate and not use sarcasm, demeaning or insensitive comments towards the pupils.
- Keep parents informed of any sanctions.
- Adhere to the school's behaviour management policy.
- Make sure that they do not move children unless they are trained and once used any 'holds' the necessary paperwork needs completing.

### **14. Care, Control and Physical Intervention**

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline.

Staff should have regard to the health and safety of themselves and others as they put themselves at risk.

Verbal intervention is the first instance, removing others is the second and in very extreme cases physical intervention may be necessary if the above has not succeeded.

If physical intervention is used then:

- The appropriate paperwork needs completing
- A member of SMT needs to be informed
- Staff member needs to attend weekly behaviour management meeting to discuss the situation with the team

### **15. Sexual Contact with Young People**

All adults should:

- Not pursue sexual relationships with children and young people either in or out of school.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. Verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

### **16. One to One Situations**

All adults should:

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.

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- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs whenever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague consider the needs and circumstances of the child/children involved.

### **17. Transporting Children**

All adults should:

- Not offer lifts to pupils – unless this is part of their role and the necessary risk assessments have been undertaken.
- Avoid using own vehicle if possible, but when necessary, parental permission must be sought and SMT informed. This would be for transport to sports activities etc.
- Try to ensure that at least one adult additional to the driver acting as an escort.
- Ensure that they are alone with a child for the minimum time possible and follow the guidance in the lone working policy for this situation.
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.
- Take into account any specific needs that the child may have.

### **18. Educational Visits and After School Clubs etc.**

All adults should:

- Always have another adult present in out of school activities, unless otherwise agreed with senior staff in school.
- Undertake risk assessments.
- Have parental consent to the activity
- Ensure that their behaviour remains professional at all times.

### **19. First Aid and Administration of Medication**

All adults should:

- Adhere to the school's Managing students with medical conditions including administration of medicines policy so that prescribed medicine only is administered.
- Only administer prescribed medication according to the school's medication policy when a medical plan has been filled in and signed by the parent.

### **20. Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example, assisting with toileting or removing wet/soiled clothing). All adults should:

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- Only trained, designated staff specified on the child's care plan should engage in intimate care unless the child is a child wearing nappies then the nappy changing policy needs to be followed.
- If a child has soiled or wet clothing and the situation is not covered in their medical support plan, then they should be encouraged verbally to undertake the task themselves.
- If this is not possible the parent should be called to come into school to help sort out the child.

### **21. Curriculum**

All adults should:

- Have clear written lesson plans which ensures children are safe and not exposed to inappropriate material.
- Ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity
- Not enter into or encourage inappropriate or offensive discussion about sexual activity

### **22. Photography, Videos and other Creative Arts (see E-Safety including acceptable use Policy)**

All adults should:

- Be clear about the purpose of the activity and about what will happen to the photographs/recording when the lesson/activity is concluded
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- Ensure that all images are available for scrutiny in order to screen for acceptability Be able to justify images of children in their possession
- Avoid making images in one to one situations
- Not take, display or distribute images of children unless they have consent to do so
- Images will be kept securely and held by the school for the duration of the pupil's time, thereafter which they will be destroyed.
- The ICT Co-ordinator will monitor staff laptops/memory sticks on a regular basis
- DO NOT use personal mobile phones to take pictures of children within school or show children pictures on a mobile phone.
- Phones should be on silent / vibrate, kept in a secure place such as handbag or office and only used if our internal phone system does not cover an area.
- All personal calls/ texts etc. should be made in break times in an appropriate staff area away from the children.
- DO NOT use a camera for home and school use, keep photographs separate and do not store pictures of school children on home computer
- Remind parents when in assembly / productions etc. that if they take a pictures it is of their own child and must not be posted on the internet or Facebook

### **23. Internet Use (see ICT & E-Safety Policy)**

All adults should:

- Use the Internet sensibly for educational use only – see ICT & E-Safety Policy



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- Do not use school laptops iPad to access pornographic sites or bring into school any equipment that been used to access such web sites.
- Not use accounts such as Facebook in work time
- Use Facebook with caution, remembering that any information added is only acceptable if it does not bring the schools name into disrepute (it is your responsibility to adjust your security settings). Any pictures of an inappropriate behaviour
- Do not allow students, past or present, or parents of students past or present to be classed as a 'friend'
- No home shopping on school systems in schools time ie.8.30am to 5.30pm.

### **24. Whistleblowing**

All adults should:

- Follow the Trusts whistleblowing policy and report any behaviour by colleagues that raises concern.

### **25. Sharing Concerns and Recording Incidents**

All adults should:

- Be familiar with their school system for recording concerns (MyConcern)
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.

### **26. Absence Reporting**

If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures.

Staff must notify the Head teacher or Admin staff of the reason for their absence, and likely duration of their absence by 8am or as soon as is reasonably possible in emergency situations.

Staff must call on each day of their sickness absence prior to obtaining a fit note from their GP.

A fit note is required for any sickness absence of more than 7 calendar days and a copy must be submitted to the school without any undue delay. Upon return to work, staff must complete a return to work form as soon as is reasonably possible and submit this to their line manager.

### **27. Leave of Absence**

For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.

If staff wish to submit a leave of absence request, they must follow the leave of absence procedures and complete the appropriate request form. Each request will be considered on its own merits and the impact on the school.

### **28. Other Employment**

Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

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- conflict with the interests, ethos or reputation of the school,
- take place during contracted working hours or school hours,
- have an adverse effect on your role at school, including an individual’s work performance and attendance,
- Contravene the working time regulations

Staff must notify the Head teacher prior to commencement of this work, or declare the additional work at the time of appointment.

**29. Criminal Convictions**

In line with the Keeping Children Safe in Education, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.

Existing staff (employees and volunteers) within school must notify the Head teacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence. Staff must notify the Head teacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt this includes being questioned under caution without charge.

A failure to notify the school may lead to disciplinary action against the employee. Supply staff must contact their agency immediately should there be any changes to their DBS status.

**30. Publications and Dealing with the Press**

If staff are approached by the media in relation to any school issues, this must be escalated to the Head teacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Head teacher to do so. The school has an effective, transparent and accessible system for recording and managing concerns raised by any individual in school or in the workplace.

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I agree to work to the requirements of this Code of Conduct and I fully understand my role and responsibility, knowing the consequence of my actions, should I choose not to adhere to the policy.

Signed:..... Date:.....

Please Print your name:.....