



Safeguarding Children in Education:

Code of Conduct for Safe Practice

All Staff / Volunteers must read the Code of Conduct

All Staff / Volunteers must read Part 1 of 'Keeping Children Safe in Education'

You will be asked to sign to confirm your understanding and agreement

September 2019

Malvern Primary School

Safeguarding Children in Education: Code of Conduct for Safe Practice Policy

Introduction

The 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 students. **All staff at Malvern should read and adhere to the code of conduct at all times.** It refers to and complements other policies and guidance at Malvern including:

- School Child Protection Policy
- Allegations Management Policy
- School Behaviour Policy
- School Positive Handling Policy

This code of conduct is based upon the documents, 'Keeping Children Safe in Education: Statutory Guidance for schools and colleges' and 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'. All staff have a copy of 'Part One: Safeguarding Information for all staff'. A copy is also emailed to staff electronically to enable easy access to relevant linked publications and guidance.

All staff have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This code of conduct has been produced to help staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

All adults working in Malvern should know the name of the Designated Child Protection Teacher in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people. All new staff to Malvern will be offered basic awareness Child Protection training as part of their induction.

Our Safeguarding Team

Designated Safeguarding Lead

Stacey Horan

Deputy Designated Safeguarding Lead

Stephanie Baker

Governor for Safeguarding

Emma Sinnett

Basic Principles

- The child's welfare is paramount (Children Act 1989)
- **Any adult in Malvern can make a referral to Children's Social Care if a child is at immediate risk of harm. Contact numbers can be found on the Safeguarding Noticeboard in the school office**
- Adults working in Malvern 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 Malvern must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. This would include reporting infatuations by a student for that or another member of staff, to ensure that such situations can be handled promptly and sensitively.
- Be aware of children's methods of showing 'fondness' for a member of staff and tactfully discourage this eg letters to teachers, drawings etc
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy. (Child Protection Concern forms can be found on the Safeguarding Noticeboard in the school office)
- Staff should apply the same professional standards regardless of 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 Malvern must:

- be familiar with and work in accordance with the policies at Malvern including in particular:
 - Child protection
 - Allegations Management

- Behaviour
- Positive Handling
- Health and Safety
- Use of Photography and Filming
- Whistleblowing
- **EYFS Camera and Mobile Phone Policy?**
- Intimate Care
- Acceptable Use Policy

- provide a good example and a positive role model to pupils both in and out of school
- behave in a mature, respectful, safe, fair and considered manner. For example: not be sarcastic and not making remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- not embarrassing or humiliating pupils.
- not discriminate favourably or unfavourably towards any pupil. For example : treating all students equally – never building 'special' relationships or conferring favour on particular pupils.
- not giving or receiving (other than token) gifts unless arranged through the school. All gifts should be recorded on a '**Gift Record Form**' available from the School Business Manager
- ensure that relationships with pupils remain on a professional footing. For example : only touching pupils for professional reasons when this is necessary and appropriate for the student's wellbeing or safety (more guidance on this is set out in the DCSF Guidance for Safe practice and the school's Positive Handling Policy referred to above)
- not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children.
- not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and other messaging systems).
- not developing 'personal' or sexual relationships with pupils. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new 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).

Confidentiality

Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities - designated Safeguarding lead or deputy.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Head Teacher or School Business Manger.

This means that staff:

- **are expected to treat information they receive about children and young people in a discreet and confidential manner.**
- **in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff**
- **need to be cautious when passing information to others about a child/young person.**

Dress and Appearance

All staff are expected to consider the manner of their dress and appearance appropriate to their professional role.

Staff should ensure they are dressed **decently, safely and appropriately** for the tasks they undertake and the age of the children they are working with.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

Given that we are constantly working to raise the standard of uniform worn by pupils, it is essential that in this respect, as in all other respects, we remain positive role models.

All staff should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is viewed positively and not 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
- Jewellery should be discreet. Dangling or hoop earrings may be a hazard

All staff should also wear their **ID Badges and Lanyards** when on the school premises or accompanying children on visits out of school.

On school visits, staff should also wear a Hi-Vis Jacket

The following items do not portray a professional image and therefore **should not** be worn to work:

- Cropped tops, halter neck tops or any clothing which shows excess flesh
- Dresses with no or thin straps (unless a cardigan / jacket is also worn)
- Clothing which allows underwear to be visible
- Jeans or other denim clothing
- Skirts and dresses significantly above knee length
- Leggings
- Clothing containing inappropriate slogans
- Trainers (unless for PE or medical reasons)
- Sportswear (unless for PE)
- Shorts (unless part of PE wear)
- UGG Boots or similar

If you are unsure about any of the above or the appropriateness of your dress then please see a member of the Senior Leadership Team for advice.

Sportswear should be worn for **PE / Sporting Activity**

Suitable clothes may be worn for **Outdoor Learning activities/ EY Outdoor Classroom**

Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child. Children with special needs may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.

This means that adults should:

- **be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described**
- **never touch a child in a way which may be considered indecent**
- **always be prepared to explain actions and accept that all physical contact be open to scrutiny**
- **never indulge in horseplay, tickling or fun fights.**

Transporting Children

In certain situations eg out of school activities, staff or volunteers may agree to transport children. Designated members of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. In our school the staff responsible for this are Mr Paul Kynaston (Acting Head Teacher) and Mrs Ruth Mylett (School Business Manager).

Wherever possible and practicable it is advisable that transport is undertaken via external coach companies, planned public transport or using the School Minibus. **If using private vehicles, there must be more than 1 child in the vehicle with the DBS checked adult.**

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. The School Business Manager maintains a record of having sight of all staff's driving licences, car insurance documentation and MOT details.

This means that adults should:

- **plan and agree arrangements with all parties in advance**
- **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**
- **carry out the necessary checks and complete the required proforma before any journey**

Educational Visits and After School Clubs

Staff should refer to the Local Authority Policy on Educational Visits (available in the Office, see Ruth Mylett) for detailed guidance on safeguarding during visits

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Staff should adhere to the “Residential Safeguarding Checklist” at all times.

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

This means that adults should:

- **always have another adult present in out of school activities, unless otherwise agreed with the Head teacher**
- **undertake a risk assessment**
- **have parental consent to the activity**
- **ensure that their behaviour remains professional at all times.**

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). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability or learning

difficulty should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded. In addition, the views and/or emotional responses of children with special educational needs, regardless of age and ability must be actively sought in regular reviews of these arrangements.

This means that adults should:

- **adhere to the school's intimate care guidelines**
- **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 the justification for any variations to the agreed procedure/care plan and share this information with parents.**

Photography, Videos, Creative Arts and IT

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. Particular regard needs to be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place.

Children who have been previously abused in this way may feel threatened by the use of photography, filming etc in the teaching environment.

Staff should remain sensitive to any children who appear uncomfortable and should recognise the potential for misinterpretation.

Using images of children for publicity purposes will require the age - appropriate consent of the individual concerned and their legal guardians. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

A record of all photographic permission responses for all children is kept in the school office, who will, in turn, provide these for class teachers.

It is recommended that when using a photograph the following guidance should be followed:

- **if the photograph is used, avoid naming the pupil**
- **if the pupil is named, avoid using their photograph**
- **schools should establish whether the image will be retained for further use**
- **images should be securely stored and used only by those authorised to do so.**

Under no circumstances should staff have their mobile phone on their desk or on display in the classroom or in any area accessed by pupils (corridors, hall, library etc)

Staff need to recognise that this could lead to accusations against themselves regarding the filming/photographing of pupils or pupils using it to film/photograph an incident in the classroom

Social Networking sites eg Facebook, Twitter, Instagram, Snapchat, should not be accessed on the school premises. **Public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.** Members of staff should not have parents as 'Friends' on social networking sites (if in any doubt about this please speak to a Senior Leader or the Headteacher) It is advisable that any social networking sites have privacy settings set at the highest level to ensure they are not open for public scrutiny.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

At Malvern Primary, our 'Whistleblowing Policy' can be found on the Safeguarding Noticeboard in the school office.

Confirmation of Understanding

In agreeing to follow this Code of Conduct, I confirm that:

- *I understand my responsibilities to safeguard children.*
- *I understand that I must notify my head teacher immediately of anything now or in the future that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary processes and could result in summary dismissal*

Reference documents

- School Safeguarding Policies File (in HT office, copies on Safeguarding Noticeboard)
- Safeguarding Notice board (School Office)
- LSCB Local Safeguarding Children procedures
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (Procedures available online on the Knowsley Safeguarding Children Board website)
- Keeping Children Safe in Education (DfE 2019)

Policy Review

<u>Reviewed</u>	<u>To be reviewed</u>	<u>Changes made</u>	<u>HT Sign</u>	<u>Chair of Govs Sign</u>
Feb 13		Change of Deputy CP Coord (Sept 12) Additional of EYFS Camera Policy – refer to		
Sept 13	Sept 14	Updated re documents / social network sites/ Residential Visits Checklist		
Sept 14	Sept 15	Change of Deputy CPC Updated guidance document 'Keeping Children Safe in Education'		
April 2015		Update re Disqualification by Association and Dress Code		
September 2016	Sept 2017	Reference to updated KCSIE		
October 2017	October 2018	DSL and deputy DSL amended Updated dress code Added Dis by Assoc as a separate Appendix		
September 2018	September 2019	Reviewed in light of GDPR regulations Updated to comply with updated KCSIE document Removal of request for disclosure of Disqualification by Association information		
September 2019	September 2020	DSL amended Updated guidance document 'Keeping Children Safe in Education'		

