



ST JAMES CE JUNIOR SCHOOL

Code of Conduct for staff & other adults

¹This Code of Conduct requires approval from the Governing body

²Governing Body to determine the review period

Document Control

Author/Contact	Kym Allan, KAHSC / Andrew Beattie	
Document Path & Filename	Staff shared/Policies, Protocols and Procedures	
Document Reference	Code of Conduct for staff & other adults	
Version	03	
Status		
Publication Date	Sept 2017	
Related Policies	The policy complements the school's Child Protection Policy and Safeguarding procedures	
Review Date	tbc – annually or biennially?	
Approved/Ratified by: Name: Position: Signed:	Governing Body	Date:
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Version	Date	Comments	Author
01	Jan 2016	Original document	
02	Aug 2016	Updated to include changes in terminology as a result of revised 'Keeping Children Safe in Education' September 2016	
03	July 2017	Revised to take account of Ofsted best practice guidance and reformatted.	Kym Allan, KAHSC

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Definitions

References made to 'child and 'children' refer to children and young people under the age of 18 years.

References made to employees, adults and staff refer to all those who work with pupils in this school, in either a paid or unpaid capacity. This will also include, for example, volunteers and those who are not directly employed by the school e.g. Local Authority staff, sports coaches, independent supply staff and agency staff.

Wherever the term 'parent' is used, this includes any person with parental authority of the child concerned e.g. carers, legal guardians etc.

The term 'allegation' means where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees and other adults working with children in our school are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. The Code of Conduct will also assist staff to monitor their own standards and practice and reduce the risk of allegations being made against them.

It is recognised that not all people who work with children at this school are paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by any person whose work brings them into contact with children including volunteers. This Code of Conduct does not form part of any employee's contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this Code of Conduct, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

All staff have a responsibility to be aware of systems and practices in the school which support safeguarding and these are outlined as part of the induction process for all staff and regular volunteers.

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supporting environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This document aims to reduce the risk of these.

Unacceptable behaviour by adults in this school will not be tolerated and, where appropriate, legal or disciplinary action is likely to follow such behaviour. Once adopted, this document may be referred to in any disciplinary proceedings following unacceptable actions by staff or other adults.

Underpinning principles

- To keep pupils safe.
- To reduce the risk of allegations against staff.
- 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.
- Staff should always report to a senior member of staff anything of concern about a pupil's, or their own, safety.
- All staff have a duty to keep pupils safe and to protect them from physical and emotional harm.
- All staff must be aware of the school's Child Protection Policy and Safeguarding procedures.
- If child abuse is suspected, staff have a duty to pass information without delay to the named persons – Mr Andrew Beattie, Mrs Gracey or Mrs Victoria Pickering in their absence.
- Staff must apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff must not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines may result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity or, for acts of misconduct, prohibition from teaching by the National College of Teaching and Leadership (NCTL).
- Staff have duty to take care of themselves.
- Where no specific guidance exists, staff are expected to make professional judgements about their behaviour to secure the best interests and welfare of pupils and, in doing so, will be deemed to be acting reasonably.

Positions of power and trust

Because of their knowledge, position and/or the authority invested in their role, all those working with children in our school are in a position of trust in relation to all pupils on the roll.

The relationship between a person working with a child or children is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident.

Staff and other adults in this school must:

- never use their position to gain access to information for their own advantage or to a pupil's or family's detriment;
- never use their power to intimidate, threaten, coerce or undermine pupils;
- never use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so;
- be aware how their actions may be viewed by others. Do not be seen to be paying special attention to a particular pupil. Always ask yourself – are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?

Confidentiality

Staff who have access to confidential information about pupils and their families must keep this confidential at all times and only share this when legally permissible to do so and in the best interest of the child.

Staff must never use confidential or personal information about a pupil or their family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate or embarrass the child. Confidential information must never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed, the information will be used anonymously.

- Do not share confidential information about a pupil with any person, other than on a professional need-to-know basis.
- Never promise complete confidentiality to a pupil prior to, during or after a disclosure.
- Never pass on confidential information to 'outsiders' – press, police, social services etc without first seeking guidance from a senior member of staff.
- All data covered by the Data Protection Act – (basically everything personal, be it academic, home background etc) must be treated in accordance with the Act. If you are unsure of whether or not the data is covered, please see senior staff.
- Following the Children's Act, child protection has priority over data protection.
- Make sure that where personal information is recorded using modern technologies that systems and devices are kept secure in accordance with the school Online Safety Policy and staff Acceptable Use Agreement.

Propriety

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. Staff are expected to adopt high standards of personal conduct to maintain the confidence and respect of the public and those with whom they work.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such

behaviour may also result in prohibition from teaching by the NCTL, a bar from engaging in regulated activity, or action by another relevant regulatory body.

- Do not behave in such a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model.
- Do not make sexual remarks to a pupil (including email, text messages, phone and letter), or behave in any way which could be interpreted as sexually suggestive or provocative.
- Do not discuss your own sexual preferences or sexual relationships with or in the presence of pupils.
- Do not discuss a pupil's individual sexual relationships in class or in other inappropriate contexts or settings.
- Do not make unprofessional personal comments – which scapegoat, demean or humiliate pupils.

Infatuations

All staff and other adults need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation.

Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Head teacher or most senior manager. This way, appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

- Report immediately to a senior member of staff any indications (verbal, written or physical) that suggest a pupil may be infatuated with you, or a colleague.
- Always maintain professional boundaries.

Dress

Staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Those who dress or appear in a manner which would be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation. Dress decently, safely and appropriately for the tasks being undertaken.

Staff and other adults in our school are expected to wear clothing and accessories which:

- promote a positive and professional image;
- do not create a risk to either the wearer or others in the school and is appropriate to their role;
- are not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give risk to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory;
- is compliant with professional standards.

Gifts

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank you and this is usually acceptable. It is, however, unacceptable to receive gifts on a regular basis or of any significant value.

It is also inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

- Do not accept any gift which might be construed by others as a bribe, or lead the giver to expect preferential treatment.
- Small 'thank you's' are OK, but do not accept gifts on a regular basis or of any significant value.
- Only give gifts to a pupil as part of the agreed reward system. In any other context, ensure that any gifts given are of insignificant value and given to all children equally.
- Ensure that all selection processes of pupils are fair and these are undertaken and agreed by more than one member of staff.

Social Contact

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside the workplace with both the child and their parents, to 'groom' the adult and the child and/or create opportunities for sexual abuse.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise his/her professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

- Do not try to establish social contact with pupils for friendships or a relationship.
- Do not give personal details to pupil, e.g. home/mobile phone numbers, home email addresses etc, unless checked with and agreed by senior staff.
- Do not give your mobile phone number to pupils or parents without senior staff agreement.
- Advise senior management of any regular social contact they have with a pupil which could give rise to concern.
- Where senior staff have agreed to an exchange of mobile phone numbers, for example for safety purposes on field trips, the numbers MUST be deleted as soon as possible following the activity for which the agreement was gained.
- Any contact with parents or pupils by email must be by school email.
- Any unwelcome communications to staff, be they written or visual, from pupils or parents should be reported immediately.

Communication

To make best use of the many educational and social benefits of new and emerging technologies, pupils need opportunities to use and explore the digital world. Online safety risks are posed more by behaviours and values than the technology itself.

Staff are expected to ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use agreements which detail how new and emerging technologies may be used.

Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, emails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive).

Staff must not request or respond to any personal information from children other than that which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

In any communication with children, staff are also expected to follow the guidance in Section 7 'Standards of Behaviour'.

Staff at this school must adhere to the 'Acceptable Use Agreement' as outlined in the Online Safety Policy and procedures.

Staff and other adults in this school are expected to:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work;
- not give out their personal details;
- not discuss your professional role in any capacity when using social media such as Facebook;
- not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role;
- treat all pupil and staff issues with the highest standards of confidentiality;
- use ICT appropriately and in accordance with the school's Online Safety Policy and procedures and staff acceptable use agreement;
- be aware of and consider the possible implications for the school, colleagues and themselves when posting on Social Network Sites;
- use on-line technology appropriately and not compromise the professional integrity of colleagues or other adults in the school community
- use only equipment and internet services provided by the school;
- follow their school's Acceptable Use Agreement;
- ensure that their use of technologies could not bring their employer into disrepute.

Use of mobile phones

It is recognised that many mobile phones have inbuilt and enhanced features which could be misused and which also offer distractions and disruption to the working day in a school environment. Use of mobile phones by staff and other adults must be balanced against the protection against potential misuse with the recognition that mobile phones are effective communication tools. The following paragraphs relate to all mobile communication devices as opposed to only mobile phones.

The following standards apply to all individuals who have access to personal mobile phones or other mobile communication devices on site.

The aim is to ensure that all adults:

- have a clear understanding of what constitutes misuse;
- know how to minimise the associated risks with the use of mobile technology;
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations;
- understand the need for professional boundaries and clear guidance regarding acceptable use;
- are responsible for self-moderation of their own behaviours;
- are aware of the importance of reporting concerns promptly.

Staff and other adults in this school:

- are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office;
- must have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time;
- are not permitted to use mobile communication devices in a space where children are present (e.g. classroom, withdrawal area, playground);
- may use their phones (including receiving/sending texts and emails) during non-contact time when no children are present e.g. in office areas, staff room, empty classrooms;
- are advised to protect access to functions of their phone whilst it is on school premises;
- should inform the Head teacher if there are exceptional circumstances (e.g. acutely sick relative) when permission will be granted to have their phone in case of having to receive an emergency call;
- are not permitted at any time to use recording equipment on their mobile devices unless by prior agreement with the Head teacher. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads;
- should report to the Head teacher any usage of mobile devices that causes them concern.

Physical contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil, in one set of circumstances, may be inappropriate in another, or with a different child.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They should recognise that these pupils may seek out inappropriate physical contact. In such circumstances, staff should deter the child sensitively and help them to understand the importance of personal boundaries.

A general culture of 'safe touch' will be adopted, where appropriate, based on the individual requirements of each child. Pupils with disabilities may require more physical contact to assist their everyday learning and in relation to moving and handling to promote independence. The arrangements should be understood and agreed by all concerned (this may be explicit in the Education Health and Care Plan), justified in terms of the pupil's needs, consistently applied and open to scrutiny.

- There are occasions when it is appropriate and proper for staff to have physical contact with pupils, but you should only touch when it is appropriate and proper to do so in your professional judgement. Physical contact should be in response to a child's needs at the time, of limited duration, and given their age, stage of development, gender, ethnicity and background.
- Some staff (e.g. PE, music and SEN staff) may need to initiate physical contact, e.g. to support a child so they can perform a task safely, to demonstrate a piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's understanding of the reason and their consent, and in an 'open' environment.
- Do not indulge in horseplay, tickling or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Use an extra caution when it is known that a pupil has suffered previous abuse or neglect.
- Report immediately any physical contact which concerns you or which you believe may have been misconstrued.

Pupils in distress

There may be rare occasions when a very distressed pupil needs comfort and reassurance, including limited age-appropriate physical contact, principally with our youngest pupils.

Staff and other adults must:

- Be self-aware, avoid any contact which may be intrusive or open to misinterpretation.
- Tell a colleague if you have offered comfort to a distressed pupil.

Showers and changing

Pupils are, of course, entitled to privacy and therefore:

- Announce your intention of entering the changing rooms.
- Avoid visually intrusive behaviour.
- Never touch a pupil in a state of undress.
- Do not remain in close proximity unless a pupil's needs require it.
- Do not change or shower in the same place.
- Be particularly careful about gender issues.

Behaviour management

Corporal punishment and smacking is unlawful in all schools. Staff must not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Where pupils display difficult or challenging behaviour, adults must follow the school's Whole School Behaviour Policy which includes information on when and under what circumstances it is

appropriate to use reasonable force and what strategies to use which are appropriate to the circumstance and situation.

Where a pupil has specific needs in respect of particularly challenging behaviour, a Behaviour Management Plan which incorporates the positive handling plan, will be drawn up and agreed by all parties, including, for example, a medical officer, where appropriate.

The Head teacher will ensure that the school's Whole School Behaviour Policy includes clear guidance about the use of isolation and seclusion. The legislation on these strategies is complex and staff must take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights and/or false imprisonment.

- Do not use physical intimidation or invade a pupil's space.
- Do not use force as a form of punishment.
- Do not use demeaning or insensitive comments.
- Always try to remain calm and to defuse situations before they escalate.
- Never try to bar a pupil's 'way' or to physically prevent a pupil from leaving a room or a situation, unless of course they may constitute a threat to themselves or others. Calmly advise them that leaving against your instructions constitutes defiance and a consequence will result.
- If you are between the exit and a pupil who is attempting to leave the area via that exit, remain calm, remind pupil of consequence, and move away from the exit.
- Reasonable force can be used if damage to pupil/s, staff or property would result without it. However, force of any kind should always be avoided if there is any alternative.
- Any physical contact must be reported to a senior member of staff.

Control and physical intervention

The School has procedures for the use of physical intervention which is consistent with national guidance. Staff are regularly acquainted with the Behaviour Policy and guidance. Where required, staff are trained in appropriate physical intervention techniques.

Under no circumstances will physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where we judge that a child's behaviour presents a serious risk to staff or others, we will put in place a robust risk assessment in the form of a Behaviour Management Plan (BMP) which will be reviewed regularly. Where relevant this BMP will include a physical intervention plan.

In all cases where physical intervention has taken place, a record will be made of the incident and subsequent actions. We have a physical intervention recording system in place which all staff have access to. The Head teacher/other senior manager will regularly review the records.

Similarly, where it can be anticipated that physical intervention is likely to be required, a BMP will be put in place which both the pupil (where he/she has the skills and ability to understand the Plan) and parents are aware of and, have agreed to. Parental consent does not permit settings to use unlawful physical intervention or deprive a pupil of their liberty.

- Always try to defuse situations without physical intervention.
- We do not expect staff to put themselves at physical risk, but you may intervene to prevent a pupil from injuring themselves or others. You may use only reasonable force. There is no legal definition of reasonable force, but you must be sure that any physical intervention is warranted by the circumstances of the incident (i.e. not in response to a trivial action), and

that the degree of force used is in proportion to the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should be the minimum to achieve the desired result. Staff with Team Teach training are; Susan Rudd, Dianne Jackson, Angela Brown and Christina Glaister.

One-to-one situations

Staff working in one-to-one situations with pupils at the school, including visiting staff from external organisations can be more vulnerable to allegations or complaints.

To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work will be undertaken. Each assessment will consider the individual needs of each pupil and will be reviewed regularly.

Arranging to meet with pupils from the school away from the work premises is not be permitted unless the necessity for this is clear and approval is obtained from the Head teacher, the pupil and their parent.

- Avoid meeting in remote, secluded areas of the school.
- Ensure there is visual access and/or an open door whenever possible.
- Try to ensure that there are other staff around or at least aware of the meeting.
- Do not use 'engaged' or equivalent signs.
- If you have reason to be concerned about a one-to-one meeting in advance, because of a pupil's previous behaviour or vulnerability, arrange for a colleague to be present, especially where there is a gender difference.
- Do not pre-arrange meetings with pupil's away from the school premises, except (and exceptionally) with the approval of parents and the Head teacher.

Home visits

All work with pupils and parents will usually be undertaken in the school or other recognised workplace. There are, however, occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits. In any event, however, we will ensure that all visits are justified and recorded. We will also ensure that staff are not exposed to unacceptable risk.

We have a generic risk assessment for home visits which is in place to safeguard both staff and pupils, who may be more vulnerable in these situations. Staff have access to a mobile telephone and an emergency contact for use when undertaking home visits.

Consideration will be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought will be given to visits outside normal working hours or in remote or secluded locations. Following the assessment, appropriate risk management measures are put in place before the visit is undertaken. In the unlikely event that little or no information is available, visits will not be made alone.

Staff and other adults in this school are expected to:

- agree the purpose for any home visit with the Head teacher or other senior manager;

- adhere to agreed risk management strategies;
- avoid unannounced visits wherever possible;
- understand that, other than in an emergency, they should not enter a home if the parent is absent;
- ensure there is visual access and/or an open door in one to one situations;
- always make detailed records including time of arrival and departure;
- ensure any behaviour or situation which gives rise to concern is discussed with the Head teacher/DSL.

Transporting pupils

In certain situations, staff or volunteers may be required, or offer to transport pupils as part of their work. As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Staff should never offer lifts to pupils unless the need for this has been agreed by the Head teacher. A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort. The risk assessment will consider the need for additional members of staff taking into account the duration of the journey, the number of passengers etc.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk.

- You should not transport pupils in your own vehicle, especially on your own, without the consent of the pupil, parent and line manager.
- You must always have valid business insurance for this purpose – however, at present, the school purchases annual ‘blanket’ car insurance to cover up to 10 vehicles at any one time.
- Never transport a pupil to hospital in your own vehicle following a serious accident. Always call an ambulance.
- In general, pupils should be transported to hospital by their parents or carers following a more minor incident – only in exceptional circumstances, where contact cannot be made with parents or carers, should a member of staff transport a student. This should never be undertaken without the direct authorisation of a member of the senior management team.

Educational visits and after school activities

Staff responsible for organising educational visits are familiar with the School Health and Safety Policy and Educational Visits procedures.

Where out of school or setting activities include overnight stays, careful consideration will be given to sleeping arrangements. Pupils, adults and parents will be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings will pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

- Observe all aspects of the school policy on educational visits.
- Always have another adult present in out-of-school activities, unless otherwise agreed by a line manager.

- Check with students that there is parental consent to the activity.
- Remember that in these less formal contexts you are still in a legal position of trust and need to ensure that your behaviour is professional at all times and cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

First aid and administration of medicines

The School has an adequate number of qualified first-aiders in accordance with our risk assessment and taking into account national guidance. Training of first aiders is updated regularly in line with statutory requirements. Where necessary, parents will be informed when first aid has been administered.

Advice on managing medicines is included in the school 'Supporting Pupils with Medical Conditions' Policy. In circumstances where a pupil needs medication regularly, this would usually be recorded in their IHP. These plans provide details of the level and type of support a child needs to manage effectively their medical condition in school including medicine to be administered, the correct dosage and any storage requirements.

A record is kept of all medicines administered to pupils.

Where a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil, this must be discussed with the DSL.

Adults taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so. The school will ensure that such individuals only work directly with children if the medical advice confirms that the medication is unlikely to impair their ability to look after children.

- No medicine should be given by the school without written parental consent.
- Staff are not expected to administer or supervise the taking of medicines unless specifically authorised and trained to do so.
- Pupils needing medication regularly should have a health care plan.
- Wherever possible first aid will be provided by trained staff. Try to ensure that another adult is present, or at least aware, when first aid is administered. In exceptional circumstances, it may be necessary for an untrained member of staff to intervene. If so, do the minimum required whilst awaiting specialist support.
- Always report any accident or first aid administration to the school first aid staff as parents must be informed.
- A member of staff must always accompany a child taken to hospital by ambulance, and remain with the child until a parent arrives.

Staff absence

Employees must ring in and speak to the Head teacher or, in his absence, the Deputy Head teacher, as soon as possible on the first day of absence. Please be aware that all staff absences impact on the whole school and that early notification of absence is essential. If staff do not have the telephone numbers of the Head/Deputy Head then they should ring the school office. The Head teacher is usually in school between 7.00am – 7.30am. If the phone is not answered employees should leave a message, giving the reason for absence and an indication of an expected return date. It is not acceptable to text a colleague.

You must keep the Head or Deputy informed daily, by telephone, of your condition and expected return date. In case of extended sickness absence, sanctioned by a GP sickness note, staff should keep in touch by telephone, on a weekly basis.

Further details of procedures can be found on staff shared computer drive:
(staffshared/policiesandprocedures/procedures/staffabsence)

Planned absences such as medical/dental appointments:

These should always be made outside work time if possible. Appointments in working hours must be cleared with either the Head teacher or Deputy and an 'Absence in school time' form completed. Please make sure the Google calendar is kept up to date – it is your responsibility to enter your planned absence. Please also ensure that any break duties are covered.

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care will be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This will be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. The lesson plan should highlight areas of risk and sensitivity and care must especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and, in these circumstances, staff should take guidance from the DSL.

Care will be taken to comply with the school's guidance on the spiritual, moral, social and cultural development of pupils which includes the promotion of fundamental British values. Staff must also comply at all times with the Policy for sex and relationships education.

- Care should be taken that resource materials are appropriate and relate to the planned learning objectives.
- Sensitive issues should be handled with care, especially where unplanned discussion arises.
- Do not enter into or encourage inappropriate or offensive discussion about sexual activity.
- Remember that parents have a legal right to withdraw children from all or part of sex education (but not from the biological aspects of human growth and reproduction integral to the science curriculum).
- Do not show visual material which is inappropriate for the age of the pupils concerned, taking special care over the use of videos and complying with the policy on the use of media terms.

Photographic and video images

It is good practice to, at times, record photographic and video images of pupils or allow pupils to record such images of each other, to assist teaching and learning, to celebrate achievement or for publicity.

The School has arrangements in place for the taking and use of images, which is linked to our Child Protection Policy. This includes the wide range of devices which can be used for taking/recording images e.g. cameras, mobile phones, smart phones, tablets, web-cams etc. and the procedures for the use of these by both staff, parents and visitors.

Because of the potential for images of children to be misused for pornographic or grooming purposes, staff should follow this code:

- Only record images when there is a justifiable need.
- Be clear to pupils about why the images are being recorded and what will happen to the images.
- Ensure that a more senior colleague is aware that you are recording images.
- Ensure that all images recorded are available for scrutiny, to screen for acceptability.
- Avoid making images in one-to-one situations.
- Do not take images of pupils for personal use.
- Do not take images of children using personal equipment unless it is agreed by a senior manager.
- Images of pupils should not be displayed on websites, in publications or in a public place without the consent of the pupil and parent/carer. Each September existing parents are asked to indicate that they give their general consent for their child to be photographed, for the new academic year. Unless they indicate, we will deem that it is acceptable to record images for legitimate purposes. Parents of in year/new intakes/admissions are routinely asked to give their general consent for the academic year.
- If a photo is used, do not name the pupil, unless you have direct parental consent.
- If a pupil is named, do not use a photo, unless you have direct parental consent.
- Where the school has decided that images should be retained for further use, they should be securely stored and used only by those authorised to do so.
- No photos or videos of school events/activities should be taken by parents or others without prior consent of all those involved.
- Should a student capture an image of a member of staff without permission, a senior member of staff must be informed as soon as possible.

Internet use

Staff must take extreme care to ensure that children are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the school or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

Adults must not attempt to investigate or evaluate access to inappropriate material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.

- Staff must follow the school policy on the use of IT equipment and the internet.
- Accessing child pornography or, making, storing or disseminating such materials is illegal and, if proven, will lead to a bar from teaching/working with children.
- Staff must not use IT equipment to access adult pornography, on or off site.
- Staff must ensure that any films or materials shown to pupils are age appropriate.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Our school has clear and accessible Whistleblowing procedures. Staff who use the whistleblowing procedures will have their employment rights protected.

All staff have an individual responsibility to bring matters of concern to the attention of the Head teacher or Designated Safeguarding Lead. Not to do so may result in charges of serious neglect on their part where the welfare of a child is at risk.

Staff and other adults in this school are expected to:

- report any behaviour by colleagues or any other adult in school that raises concern;
- report allegations against staff and volunteers to their manager, or where they have concerns about the manager's response, report these directly to the Designated Officer (DO).

Responsibilities

Staff and other adults are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.

All staff and other adults have a responsibility to keep pupils safe and protect them from abuse (sexual, physical and emotional) and neglect. 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.

The safeguarding culture of a school is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by the adult that demonstrates integrity, maturity and good judgement.

The public, local authorities, employers and parents will have expectations about the nature of professional involvement in the lives of children. When individuals accept a role working in an education setting, they should understand and acknowledge the responsibilities and trust involved in that role.

- Staff are expected to understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- Staff must always act, and be seen to act, in the child's best interests.
- Staff should report to a senior member of staff any behaviour by colleagues which give cause for concern in relation to safeguarding the wellbeing of pupils.
- If any incident occurs which may result in an action being misinterpreted and/or an allegation being made against a member of staff, then relevant information should be recorded promptly and reported to senior staff.
- Staff who are subject of allegations are advised to contact their professional association.

This policy has been written to support staff and pupils by being as clear as possible about safe conduct. Inevitably, situations will arise that the policy does not cover, and staff should seek advice from members of the senior management team and/or their professional association.

