

Safeguarding with Code of Conduct for Staff (including ICT) 2023



Contents

1. Introduction
2. Objectives
3. Basic principles
4. Absence
5. Confidentiality

6. Use of mobile devices
7. Social networking sites
8. Relationship with parents
9. Child protection/safeguarding
10. Conclusion
11. Code of conduct

Related Documents

Safeguarding and Child Protection, Data Protection, Staff Code of Conduct, Behaviour

Reviewed: April 2023 **Ratified by FGB:** October 2020 **Next Review:** September 2024

1. Introduction

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- School Child Protection Policy
- School Behaviour Policy

This policy is based upon the DfES document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' (2015), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in the school 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.

2. Objectives

Objectives of a safe school culture:

- To safeguard children and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns, to investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

3. Basic Principles

Basic principles

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way

- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

All staff, volunteers and visitors to the schools must:

- Be familiar with and work in accordance with the school's policies including in particular
 - o Child Protection
 - o Behaviour
 - o Physical Intervention
 - o Internet Safety
 - o Intimate Care
 - o Health and Safety
 - o Use of Photography and Video
 - o Whistleblowing
- Provide a good example and a positive role model to pupils
- Behave in a professional, respectful, safe, fair and considered manner. For example, you must ensure that you
 - o Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
 - o Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child. For example,
 - Treat all pupils equally - never build 'special' relationships or confer favour on particular pupils
 - Do not give or receive (other than token) gifts unless arranged through school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must
 - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice referred to above)
 - be aware of what physical contact with children is appropriate.
 - only exercise physical restraint as a last resort to prevent injury.
 - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children

- Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
- Not develop 'personal' or sexual relationships with pupils. In particular your 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).

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in FS2 and Key Stage 1. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

Children should not be picked up (unless medically necessary or being restrained).

Adults are advised, where possible, to avoid being in a room alone with a child where the door is closed. Leaving a door open; positioning oneself within sight of the door; or asking another adult to be present, are preferred actions.

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

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

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

All staff are expected to treat each other with respect

Staff must model the highest standards of behaviour for pupils. Relationships between staff should be characterised by professionalism, fairness, openness and respect. This means valuing all contributions, acknowledging and valuing difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as: heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items borrowed for home use; ensuring that they model the above for pupils.

All money handled should be clearly labelled and sent as soon as practicable to the admin. officer. Any purchases should be approved by the admin officer or headteacher. VAT receipts should be provided for items bought for school use.

All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should dress appropriately, be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

4. Absence

Absence

All absence should be genuine. Where absence cannot be avoided, it must be communicated by telephone (i.e. NOT text message) directly to the head teacher as early as possible, giving an indication of expected day of return to work. Any changes to this should also be communicated in a timely manner (i.e. at the end of the first day of absence).

5. Confidentiality

Confidentiality

Staff should exercise due confidentiality towards matters that are either discussed or overheard. We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times, including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room. Information should only be shared with those who need to know it for professional reasons. Confidential records including those in hard copy, should not be removed from the school site and should be stored according to GDPR guidance.

6. Use of mobile devices

Use of Mobile Devices

Staff should not have their mobile phones/devices on or use them during lesson time. If there is an emergency where staff need to have a mobile near them, the head teacher should be informed. Under no circumstances should staff mobiles be used to take photographs of children. Staff should not use their own personal cameras to take pictures of children. School cameras are provided for this.

7. Social networking sites

Social networking sites

Where staff use these they must be mindful of their professional responsibility/confidentiality and must not post or circulate material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as

inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

8. Relationships with parents

Staff should aim to create a welcoming and open relationship with parents, being mindful at all times of their professional responsibilities and the need for confidentiality. All parental concerns should be treated seriously and dealt with promptly or referred to a more senior member of staff if necessary.

9. Child protection/Safeguarding

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns.

All teaching staff need to exploit the potential of the curriculum to develop a pro-active approach to behaviour and child protection issues

Teaching staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

All staff need to be aware of how to record/report concerns ("whistle blowing")

Where staff have any concerns about another member of staff, these should be reported immediately to the Head. Where the concern is about the Head it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with their line manager or mentor in the first instance, and thereafter with the Head. Support can be provided both internally (eg through the provision of a mentor), or externally through the Wiltshire Counselling Service (including free telephone helpline), or through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

10. Conclusion

By adhering to this code of conduct staff may be assured they are playing their part in safeguarding children and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Luckington School IT Use Policy

School Laptops/iPads/Tablets

- All laptops/iPads/ tablets issued to you for use in the classroom and at home remain the property of the school and should **only** be used for school purposes and by the person to whom it is issued. All equipment must be signed out by the Admin Officer before leaving the premises.
- All school laptops are audited regularly for software integrity and electrical safety tests, therefore laptops should be made available to the IT technician on request.
- Software installations must be for education/school use only and downloaded via the schools IT administrator/support team.
- Memory sticks must be subjected to virus screening before use and must not be used for storing confidential information.
- Only school information should be saved onto school laptops and ipads, not personal files or photographs.
- Confidential information should only be stored on the Workstore in the correct, secure location on the Google Drive.
- It is the responsibility of all staff to ensure all computers in their area are **shut down** at the end of each school day
- Accessing the internet for personal use, e.g. retail sites, facebook, personal email accounts, e-banking etc. is not permitted.
- After use all users **must log out** of any personal profiles

Anti-Virus Software

School laptops have Sophos anti-virus software installed. Sophos anti-virus software updates must be allowed.

If your laptop is not protected please see the IT technician for support.

Class Computers and ipads

- It is the **responsibility of the class teacher** to ensure that the class computers and ipads are used responsibly by the children, ensuring that the children follow the school policy and guidance when using the iPads/laptops.
- All computers **must be shut down** at the end of each school day and plugged in to charge. The latter should only be done by an adult, or a trained and

responsible Year 6 pupil. The trolley must be locked and the key stored in the designated place.

- Adults in school must ensure that pupils follow the correct procedures for closing down their net laptops and that they are reminded of the School Codes for Computing regularly. Pupils should be reminded regularly of the safest way to lift and carry laptops, i.e. one at a time and held with one hand on either side of closed laptop.
- All netbook/laptop/ malfunctions must be reported to the Admin Officer as soon as possible to be logged and checked by our IT technician.

Internet Safety

- Children's use of the internet must be monitored and supervised at **all** times.
- E-Safety training for children must be delivered on an annual basis to each class. It is the class teacher's responsibility to ensure that the training is included within their planning.

Use of the Internet for Teaching

- Children **must** use a child friendly search engine for all research purposes, this includes image and game searches
- Staff will **preview** sites for teaching/learning before use.
- **No** raw image searches are allowed when working with pupils.
- Staff will ensure all digital content and media clips are **certificate U** only and that all web content, video clips are viewed by the class teacher **prior to the start of lessons** to ensure content is safe and age appropriate.
- Please read the school's E-Safety Policy

Whole School Printers

Colour copies are 6p per page & mono 0.6p. Please use mono wherever possible.

- It is the **responsibility of all staff** to ensure printers are stocked with ink and paper and that all paper jams are cleared when they occur. Please check the paper tray is free of foreign objects before use and report any issues to the Admin Officer

Photographs of children

- It is the responsibility of classteachers to ensure that they have up to date information regarding children that cannot be photographed and to ensure that this information is shared with all members of staff working with these children.

Mobile Phone Use

- Mobile Phones must not be used or out during lesson times and should only be used in staff area at other times.

- All staff are prohibited from using mobile phones for recording any aspect of school life. This includes any type of audio/visual recording e.g. photographs, videos and audio recordings .
- All photographs **must be** taken using school equipment that has been password encrypted if going off-site. ie iPads

Projectors

- Projectors must be **turned off** as soon as you have finished using the interactive board (playtimes / lunchtimes) to ensure unnecessary wastage of bulb life.
- The hall projector should be turned off after each assembly/P.E. lesson, this includes the power supply.

Battery Operated Equipment

- Depleted batteries must be recharged/replaced when required.
- All battery operated equipment must be turned off after use and batteries removed if equipment is not going to be used for an extended period.

Cable management

It is the class teacher's responsibility to ensure that cables connecting to whiteboards, laptops, speakers and CD players **remain untangled and do not present a trip hazard**.

RMEasymail Email Accounts

The **RMEasymail** accounts are the property of the school and must only be used for school purposes. All **RMEasymail** accounts are monitored.

E-mail Protocols

- Access to personal email accounts is not permitted (google mail / Virgin Media etc
- **RMEasymail** usernames and passwords must not be shared with other users
- All users must log out of their **RMEasymail** accounts after use to prevent others from viewing email content
- All school emails should be laid out and formulated to the schools standard for written communication, using appropriate and professional language.
- All emails should have a clearly defined subject line, never place personal information (such as pupil's names in the subject line of an e-mail
- Agreements entered into by email do form a contract. Individual members of staff should not enter into agreements either with other members of staff internally or with external contracts unless they are authorised to do so by the headteacher
- All attachments in e-mails should be saved into any appropriate electronic filing system (a designated folder) or printed out and placed in paper files, followed by

deletion of the e-mail for your inbox

- A disclaimer 'for recipient only' must be included within the email body
Email accounts are periodically monitored by the schools IT administrator to ensure compliance with email protocols
- If any confidential information needs to be sent as an attachment it must be encrypted or sent via Securenet (see Admin Officer for Help)

It is the responsibility of all staff members to ensure that they are aware of the protocols within this policy and that they are adhered to in order to ensure our commitment to safeguarding and sustainability within our school.

PLEASE SIGN THE SLIP BELOW AND RETURN IT TO THE HEADTEACHER AS SOON AS POSSIBLE

.....

Luckington School Code of Conduct for Safe Practice

I have read the Code of Conduct for Safe Practice and I agree to abide by its principles.

Signed:

Name:

Date: