

WHITEHILLS PRIMARY SCHOOL

"...putting children first..."



CODE OF CONDUCT FOR SAFEGUARDING CHILDREN & ADULTS POLICY

Date reviewed: September 2021

Reviewed by: N James

Ratified by Governors: September 2021

WHITEHILLS PRIMARY SCHOOL

The code of conduct is a framework for ensuring that all staff understand the requirements needed to ensure that the school is a safe, secure and stable environment for all pupils and staff. The code should be read in conjunction with other policies and procedures.

At Whitehills Primary School we are committed to creating a safe school culture that promotes equality, excellence and an environment where children and adults feel safe and valued. We recognise that everybody within the school has the right to be treated in this way but is also responsible for promoting these values in the way they work within the school.

The objectives of the code of conduct are:

- safeguard children
- give staff a safe environment in which to work
- minimise opportunities for abuse within the school environment
- all staff to feel confident to report concerns in a safe environment with appropriate levels of confidentiality
- respond promptly to concerns which have been fully documented and will be investigated and addressed
- exercise appropriate sanctions
- create an ethos of mutual respect, openness and fairness

1. All staff are required and expected to follow the school's policies and procedures: child protection and safeguarding, anti-bullying, e-Safety and behaviour.

Pupils and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect. The recognition of positive behaviour should be a priority and any sanctions/disciplinary issues should be dealt with in an appropriate manner and in the appropriate environment e.g. not in an area in full view of visitors to the school.

All interactions should take place in a calm manner and staff should avoid shouting at pupils wherever this is possible unless there is a health and safety risk.

The Behaviour Policy and associated documents establish in more detail the expectations within school and the approved sanctions to be used. If there are occasions when a member of staff is having difficulties managing a child's behaviour this should be discussed with the Headteacher at the earliest opportunity. Any actions to be taken should be recorded, monitored and reviewed.

2. All staff should work within an environment where physical contact with children is managed appropriately.

Staff should only use physical restraint as a last resort and should use techniques from the school's training relating to managing difficult behaviour (Intelligensa). Physical restraint should only be used where there is a need to prevent injury to a child or a member of staff.

Staff should initiate physical contact with a child which is appropriate to the situation i.e. to comfort to a child who is hurt or distressed.

Any physical contact should be within clear boundaries and should not leave the member of staff open to any allegations of inappropriate touching.

A level of physical contact may be necessary for a child with medical needs. This contact will be agreed within a health plan, be subject to the required risk assessments, manual handling plans, in the appropriate private space with two adults if possible. Staff should follow the intimate care policy.

All interactions will be safe and appropriate for the situation.

If adults are required to be in a one to one setting with a child the adult should consider how this can be managed effectively i.e. leaving a door open, using a room that has a window in

the door, position yourself within sight of the door and consider if this is really necessary. Consideration may also be given to informing a colleague who may then monitor. Staff should not act in a way that is considered as exploiting young people e.g. identify children as their "favourite" or act in any way that can be seen as an abuse of trust.

3. All staff are expected to treat each other with respect.

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to build an environment where continuous improvement is the foundation. Politeness and respect towards one another are essential requirements and where differences occur they should be dealt with fairly and calmly. Staff should be punctual at all times and be well prepared to carry out the tasks required of them to the best of their ability. Staff are expected to dress appropriately for the activities they are involved in. Teachers and teaching assistants should set a good example in what they wear. Staff, at all times should model our school values of respect, responsibility and hard work.

4. All staff should treat resources responsibly and exercise due financial care.

All staff should have a responsibility to look after the resources of the school. This includes not wasting resources e.g. heat, electricity, school materials. All items purchased for school use should have a receipt which identifies the VAT element or has separate VAT receipt.

5. All staff are expected to follow the school's protocol in the event of an absence

All absences relating to ill health will be reported to the Deputy Headteacher and the relevant absence monitoring procedures will be followed. Any concerns relating to absences will therefore be managed as required.

6. All staff need to act in a way that upholds confidentiality

Staff are privy to personal information relating to children and their families. This information should be recorded appropriately, kept securely and only shared on a need to know basis and to adhere to GDPR compliance.

7. Staff should seek to establish a good and open relationship with parents.

Staff should aim to create a welcoming and open relationship with parents and/or carers/extended family. All concerns raised by parents should be taken seriously and dealt with promptly and feedback given to the parents.

Concerns relating to parents' behaviour will be reported to the Designated Safeguarding Lead or Headteacher for further consideration.

Relationships with parents should remain on a professional basis at all times and "friendships" outside school should not be promoted.

8. All staff need to be aware of the school and Local Authority Child Protection Procedures.

All staff need to take a proactive approach towards the school and Local Authority Child Protection Policies.

All staff should on induction familiarise themselves with the procedures, attend the required training and additional courses as agreed.

Staff will also need to familiarise themselves with and follow the procedures for reporting and dealing with concerns.

Staff should also be familiar with the procedure for reporting concerns relating to a professional and the Headteacher.

Child protection, the reporting of concerns etc, is the responsibility of every member of the staff team. **All staff adopt the belief, 'it could happen here.'**

All staff need to take a proactive approach towards child protection and behaviour policies through the creation of a positive classroom environment where all children are respected and encouraged to respect one another.

9. All staff need to be aware of how to record/report concerns relating to colleagues.

Where staff have any concerns about a colleague in school or other settings, these should be reported immediately, or as soon as is practicable, to the Headteacher or Deputy. If the concern relates to the Headteacher the concern should be passed to the Chair of the Governing Body. Concerns may be reported through the Whistleblowing Policy or through the Local Authority Designated Officer where the concerns are of a child protection/safeguarding matter. These concerns should remain confidential.

10. All staff should take care of their physical and mental well-being.

This can be supported by a healthy work-life balance. If a member of staff needs additional support for issues relating to stress/anxiety support services are available. Please see the Headteacher for further details.

11. Use of internet and technology

Many staff will use aspects of internet technology as part of their daily life.

The use of mobile phones in schools will be managed through relevant policies and mobile phones with cameras should not be used to take pictures of children and young people.

Any use of social networking sites should be with privacy settings in place and all staff will reject any requests from pupils, ex-pupils, parents or carers to become their friend.

Social networking sites should not be used to bring the school and the Local Authority into disrepute. All staff should also ensure that no activities they are personally involved in can be accessed so that their professional integrity is maintained at all times.

Reviewed – February 2015

Reviewed – November 2019

Reviewed – September 2021