

## *Code of Conduct for Staff and Volunteers*

In this document, “staff” includes both paid staff and volunteers.

### **1. Basic principles**

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head Teacher or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know that the Head Teacher and the AHT are designated persons for child protection, be familiar with the school’s child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **2. Duty of Care**

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement.

### **3. Exercise of Professional Judgement**

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

### **4. Power and Positions of Trust**

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

### **5. Confidentiality**

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from

the Head Teacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head Teacher).

## **6. Propriety and Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

## **7. Dress and Appearance**

Staff's dress and appearance are matters of personal choice and self-expression. However staff should wear clothing, which promotes a positive and professional image and is appropriate to their role.

## **8. Gifts**

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

## **9. Infatuations**

Staff should report any indications that a pupil may be infatuated with a member of staff.

## **10. Social Contact**

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families.

## **11. Physical Contact**

There are occasions (including supporting children with SEN) 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 for their professional role.

## **12. Changing**

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

## **13. Pupils in Distress**

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

## **14. Behaviour Management**

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some pupils may have an Individual Physical Handling Plan.

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

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/her self or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.

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

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.

### **17. Transporting Children**

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with car seats in line with legislation if necessary.

### **18. Educational visits and after-school activities and clubs**

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements. The Educational Visits Co-ordinator is **Ros Humphris (Deputy Julie Newton)** and she should be consulted on all aspects of educational visits, including risk-assessments.

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

Staff must adhere to the school's safety policy, First Aid Policy and Administration of Medicines Policy.

### **20. Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

### **21. Curriculum**

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on Sex and Relationships Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

### **22. Photography, Videos and Other Creative Arts**

Staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. As a rule, staff will use school cameras and film recorders to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is necessary but should be transferred to school memory-systems or deleted.

### **23. Internet Use**

Staff must adhere to the school's E-Safety Policy and sign the Acceptable Internet Use statement.

### **24. Whistleblowing**

Staff must report any behaviour by colleagues that raises concerns. The school's Confidential Reporting (Whistleblowing) Policy is available on the school website.

### **25. Extremism**

All staff have a duty to report to the Head Teacher any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas which could be used to legitimise terrorism.

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

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

### **27. Managing disclosures**

If a child makes a disclosure of abuse to you, do the following: -

- Remain calm
- Record exactly what the child says
- Take what the child says seriously
- Tell the child what will happen next – that you will pass on this information to the DSL
- Act promptly
- Listen carefully
- Inform the DSL

Do not: -

- Promise the child that everything will be ok
- Investigate what the child has told you
- Promise to keep a secret
- Make negative comments about the alleged abuser
- Probe for more information
- Interrupt the child
- Talk to the child in front of other children

### **28. Informing the school of any change in circumstances**

All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Staff Suitability Declaration (including information about other household members).

**We believe that safeguarding children is everyone’s responsibility.**

**At Middleton we are committed to keeping our children safe from harm. Pete Strauss, Ann Morrell and Helena Harne are the Designated Senior Leads for safeguarding and child protection. If we have any concerns reported to us we will always take action to protect a child and inform the relevant agencies.**

**All staff must follow the school’s Child Protection policies and procedures.**

**All staff have a duty to report any child protection concerns to a designated person.**

**Anyone who has concerns or is in doubt should refer to the documents *“Keeping Children Safe In Education”* and *“What To Do If You’re Worried a Child is Being Abused”* and follow the guidance.**

.....

**I confirm that I have received, read, understood and agree to abide by the Great Linford Primary School *Code of Conduct for Staff and Volunteers*.**

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Great Linford Primary

## Acceptable Internet Use Statement

### Staff and Other Adult Users

*While using computers at GLPS:*

- My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.
- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the ICT Leader and/or the Head Teacher.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will respect copyright of downloaded materials.
- I will be aware of Data Protection issues and adhere to the guidelines issued by MK Council.
- I will not divulge any confidential information which I encounter as part of the duties of my post, except when inappropriate material or use has to be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

**All of the above apply equally to the use of school computers being used away from the school site.**

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

.....

I have read the rules above and agree to comply with these conditions for computer and internet use.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_