



Avenue House School

Code of Conduct Policy ensuring Safe Working Practices for Staff

To be read in conjunction with:

Safeguarding (and Child Protection) Policy & Procedures

Keeping Children Safe In Education – Part One – September 2016

E-safety Policy

Anti-Bullying Policy

Safer Recruitment Policy

The Teachers' standards 2012 state that teachers including the Headteacher, should safeguard children's well being and maintain public trust as part of their professional duties.

Children must be kept safe at all times. Staff should always act and be seen to act in the child's best interests.

Guidance:

The welfare of the child is paramount.

Assists staff working with children to work safely and responsibly & to monitor their own standards and practices.

Minimise the risk of misplaced or malicious allegations.

Reduce incidences of positions of trust being abused or misused.

All adults in the school are responsible for safeguarding and promoting the welfare of all the children in the school. This includes supply and visiting staff.

Adults must work in an open and transparent way.

The same professional standards should be applied regardless of culture, disability, gender, language, racial origin, religious belief and or sexual identity.

Staff must:

Be clear about what information they can share.

Treat all information about pupils in a discreet and confidential manner.

Seek advice from the Headteacher or Deputy Headteacher, if they are in doubt about sharing information.

Report any concerns or allegations of abuse to the Headteacher or Deputy Headteacher as a matter of urgency.

Conduct oneself professionally and model good behaviour, for example, in regard to attitude towards alcohol and other drugs.

Report any actions which could be misinterpreted and any suspicion of infatuation to the Headteacher / Deputy Headteacher as a matter of urgency.

Discuss any misunderstandings, accidents or threats.

Record incidents/discussions and reasons behind any actions.

Keep records of decisions and discussions and reasons why certain actions were taken.

Be seen to promote core 'British Values' in the classroom and beyond:

- democracy;
- the rule of law;
- individual liberty;
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

Ensure that any visiting speakers are suitable and appropriately supervised, prohibiting extremist speakers and views at Avenue House School. (See Statement on Preventing Radicalisation - Avenue House School - Safeguarding (and Child Protection) Policy & Procedures)

Staff should not use their position to:

To gain access to information for their advantage.

Intimidate, bully, humiliate, threaten, coerce or undermine pupils.

Form or promote relationships which are of a sexual nature or which may become so.

Propriety and Behaviour

Recognise that behaviour in their personal lives may impact on work with children.

Understand that theirs or their partner's behaviour any impact on their work with children and young people as well as an individual living in the same household as them.

Demonstrate a responsible attitude towards alcohol.

Children Changing

A member of staff is in the changing room at swimming and games in a supervisory capacity. All children wait until every child is ready. At no time will a member of staff be left alone with a child.

If a (Reception) child needs changing the member of staff will inform another member of staff what they are doing. The child we'll be changed in the Reception toilet with the door open.

Dress and Appearance

Staff should wear clothes that are appropriate to their roles and are not offensive, revealing or sexually provocative. Nor should they distract, cause embarrassment or give rise to misunderstandings. Dress must be absent of any political or contentious slogans. All staff must adhere to the Avenue House School Dress Code.

Personal

Staff should be vigilant in maintaining their privacy and be mindful of placing themselves in vulnerable positions.

Be mindful of the need to maintain professional boundaries, use appropriate language and ensure conversational boundaries are not breached.

Refrain from asking pupils to undertake personal jobs or errands.

Staff should be mindful of any gifts received.

Staff should ensure all selection processes which concern pupils are fair and where possible they are agreed by more than one member of staff.

Staff should always maintain professional boundaries.

Communication with Pupils

Staff should not give out their personal details including their mobile phone numbers and details of any blogs or personal websites.

Staff should not make contact with pupils outside school business.

Staff should not use internet or web based communication channels to send personal messages to pupils.

A member of staff must ensure that if a personal social networking site is used, details are not shared with pupils and maximum privacy settings are applied.

Social Contact

Staff should not have social contact with pupils or their parents.

Interactions at school events must be seen to be entirely professional.

Understand that some circumstances may be called into question and need to be justified.

Interactions

Staff must ensure that all relationships with pupils are within the boundaries of a respectful, professional relationship. In addition, a member of staff must take care that language or conduct does not give rise to comment or speculation.

Physical Contact

Staff should be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or anyone who the action is described to.

Never touch a pupil in a way which could be described indecent.

Always be prepared to report and explain actions.

Do not indulge in 'horseplay'.

Be aware of cultural and religious views of touching.

Understand that physical contact in some circumstances may be misinterpreted.

One to One Situations

Ensure that when lone working that a full risk assessment is carried out.

Avoid meeting in remote or secluded areas.

Always inform colleagues/parents/carers beforehand.

Carefully consider the needs and circumstances of the pupil; in one to one situations.

Cars

Staff should only drive a pupil in an emergency and another adult must be present.

Trips and Outings

Always have another adult present in an out of school activity.

Have parental consent for the activity.

Ensure your behaviour is professional at all times.

Never share beds with pupils.

Never share a bedroom with pupils even if it is a dormitory.

If you need to go into a pupil's room at night ensure there is another member of staff present. Also, record immediately as to why you had to enter the child's room, stating the date, time and circumstances.

Photographs and Videos

Be clear of the purpose of the activity and what happens to images after the activity has finished.

Be able to justify images of children in their possession.

Only use equipment provided or authorised by the school.

Ensure you always have parental permission to take or display photographs.

Never use mobile phones to take photographs.

Never use images that may cause distress

Take images in secret or take images that may be construed as being secretive.

Whistleblowing

Staff should report any behaviour by colleagues that raises concern regardless of source to the Headteacher or Deputy Headteacher, Proprietor or/and Governors.

Reviewed: May 2017

Next Review: May 2018

This Policy is also available in large print on request.