



## **Avenue House School**

### **Code of Conduct Policy ensuring Safe Working Practices for Staff**

#### **Read**

#### **Safeguarding & Child Protection Policy**

#### **Keeping Children Safe In Education - July 2015**

#### **E-safety Policy**

#### **Anti Bullying 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 Head teacher or Deputy Head, if they are in doubt about sharing information.

Report any concerns or allegations of abuse to the Head teacher or Deputy Head immediately.

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 Deputy head / Headteacher as a matter of urgency.

Discuss any misunderstandings, accidents or threats.

Record incidents/discussions and reasons behind their 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 with a child.

### Nursery/ Reception

If a child needs changing the member of staff will inform another member of staff what they are doing. The child will be changed in the Nursery 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.

### 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.

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

Not make contacts with pupils outside school business.

Not use internet or web based communication channels to send personal messages to pupils.

Ensure that if a personal social networking site is used, details are not shared with pupils and maximum privacy settings are used.

### Social Contact

Staff should not have social contact with pupils or their parents

Always approve any planned social contact with SLT

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

### Sexual Contact

Ensure all relationships with pupils are within the boundaries of a respectful, professional relationship.

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 to a pupil's room at night ensure there is another member of staff present. Also, record immediately 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 Head teacher or Deputy Head, Proprietor or/and Advisors.

Reviewed: May 2016

Next Review: May 2017

*(This Policy is also available in large print on request.)*