



CROXTETH CP SCHOOL

SAFER WORKING PRACTICES CODE OF CONDUCT

SEPTEMBER 2014

Introduction

This Code of Conduct, which complements the School Behaviour Management Policy, sets out clearly the expectation of behaviour and social relations in the school.

The key aim is to create and maintain a community which is safe, happy and considerate, where interaction is based on mutual respect, and which fosters good learning and teaching. This community, which includes the children, all staff, governors, volunteers and visitors, parents, guardians and carers, requires all its members to share the school's commitment to safeguarding children and promoting children's welfare. Each one must be willing to behave and work in a safe manner, adhering strictly to this Code of Conduct; also vigilant, and ready to challenge and report inappropriate behaviour.

The DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings DFE 2009' (available on the website) and part one of Keeping Children Safe in Education DFE 2014 **must** be read by all who are working with children in the school.

This Code of Conduct aims to support adults so they do not work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way to avoid any questioning of your suitability to work with young people.

It is a key principle of this Code of Conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, **everyone** has a responsibility to take their concerns directly to the Local Authority Designated Officer (Liverpool Careline 0151 233 3700) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

All visitors must sign in at Reception and wear the school's visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer.

Governors and other visitors who are not members of staff should note that where reference is made to "Line manager" in the Code of Conduct, they should understand this as the Head Teacher, who is responsible for ensuring the implementation and day-to-day management of the school, its policies and procedures.

Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.

Code of Conduct:

- If you have any concerns that a child is being harmed, abused or neglected you **must share your concerns immediately** both verbally and in writing with the school's Designated Safeguarding Lead or if they are absent, another member of the school's Leadership Team. Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Head teacher or Designated Safeguarding Lead. Concerns regarding the Head teacher should be directed to the Chair of Governors or Local Authority Designated Officer.
- Anyone can make a referral about their concerns for a child to **Liverpool Careline (0151 233 3700)**

You should:

- dress in a manner appropriate to your role, ensuring that it is not likely to be viewed as offensive or revealing, and avoid displaying any political or other contentious slogans or images;
- act as an appropriate role model, treating all members of the school community with respect and consideration;
- ensure gifts given or received are recorded and discussed with your Line Manager;
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare;
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and E-safety (acceptable use policy);
- avoid contact with parents through social network sites and declare any friendships/relationships to your Line Manager;
- avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people;
- report any behaviour or situations which you feel may give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel that your actions may not have complied with this Code of Conduct.
- share with your Line Manager or Head Teacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their

practice to be supported and developed and/or prevent a child from being harmed.

You should never:

- make, encourage or ignore others making personal comments which scapegoat, demean or humiliate any member of the school community;
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community; (This includes shouting at a child to punish them.)
- develop 'personal' or sexual relationships with children and young people including making sexual remarks or having inappropriate sexual banter;
- discriminate favourably or unfavourably towards a child;
- engage in inappropriate conversations with students or share inappropriate personal information about yourself or others;
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager;
- have conversations on social networking sites that make reference to children, parents or other colleagues, or be derogatory about the school;
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment;
- use your personal mobile phone in areas used by children;
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities;
- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance;
(Any trips should be planned, and approved by your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey.)
- have physical contact with young people that might be misconstrued or considered indecent or harmful.
(Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required.)

We believe that in order to enable effective teaching and learning to take place in a caring, safe and happy environment, we should:

- **encourage all members of the school community to show consideration for others, and respect the customs and regulations of the school;**
- **encourage children to acquire self-discipline and self-esteem, and take responsibility for their own choices and actions;**
- **foster a set of shared values among staff, children, parents and the wider community, based on respect, safety and common sense.**

Roles and responsibilities

Pupils are expected to take responsibility for their own behaviour. They will be made aware of school policies, procedures and expectations. They will be encouraged to ensure that bullying and any form of abuse or harassment are reported.

Governors, visitors, parents, guardians and carers are expected to observe the Code of Conduct, ensuring that their own behaviour conforms to the requirements of safeguarding children, and shows respect and consideration for all members of the school community, particularly when on school premises and in the presence of children. They should also be alert for any indications of behaviour that could cause concern, and aware of the procedures for reporting safeguarding and protection issues.

Staff, including teachers, support staff and volunteers, **should have a clear understanding of their responsibilities under this Code of Conduct. Mutual support amongst all staff in its implementation is essential. It aims to help them to avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary procedures.**

**Designated Safeguarding Lead – Mrs. D McNally
School Safeguarding Governor – Ms N Madden**