



## Safeguarding Code of Conduct

### Introduction

Section 175 of the Education Act 2002 places a duty on LAs and on Governing Bodies of schools and FE institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.

It also requires LAs and governing bodies to have regard to any guidance issued by the Secretary of State in drawing up those arrangements.

"The governing body of a school shall make arrangements for ensuring that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils ...."

On the 1<sup>st</sup> January 2007 the Government issued a guidance document Safeguarding Children and Safer Recruitment in Education, and on April 2007 Working Together to safeguard children.

### Aims

The aims of the Safeguarding Code of Conduct Policy can be identified within the aims of Beacon Hill School:-

- that establishes an atmosphere of security, trust and respect for all

Beacon Hill will ensure that all employees, governors and volunteers with direct access to children and young people have an up to date Criminal Records Bureau Enhanced Disclosure. Teaching staff will be checked to ensure they are registered with the General Teaching Council (GTC). All posts advertised will include reference to the school's commitment to safeguarding procedures.

This is a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance at Beacon Hill School including:-

- Behaviour Management
- Child Protection
- Adult Protection
- Criminal Records Bureau (CRB)

The Designated Child Protection Teacher is Anne Moran/Judith Moore

The Designated Child Protection Governor is Sheila Clapperton

Basic principles:-

- The child's welfare is paramount (Children Act 1989)

- Adults working in school are responsible for their own actions and behaviour and should not engage in any conduct which would lead a reasonable person to question their motivations or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior members of staff about any incident which could give rise to concern

This would include reporting infatuations by a pupil for that or another member of staff to ensure that such situations can be handled promptly and sensitively:-

- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

All staff, governors, volunteers and visitors to the school must:-

- Be familiar with and work in accordance with the school's policies including in particular
  - Child Protection
  - Adult Protection
  - Intimate Care
  - Whistleblowing - adults should report any behaviour by colleagues that raises concern
  - Health and Safety
  - Behaviour Management
- Provide a good example and a positive role model to pupils

### Duty of Care and Professional Judgement

All adults will:-

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour.
- discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with a senior manager
- always record discussions and actions taken with their justifications.

### Positions of Power and Trust

Adults will never:-

- use their position to gain access to information for their own advantage and/or a child's or family's detriment
- use their power to intimidate, threaten, coerce or undermine pupils

- use their status and standing to form or promote relationships with children, which are of a sexual nature
- embarrass or humiliate children

### Confidentiality

Adults:-

- are expected to treat information they receive about children and young people in a discreet and confidential manner.
- if in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff
- understand the need to be cautious when passing information to others about a child/young person.

### Propriety and Behaviour

Adults will not:-

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- make sexual remarks to a pupil (including email, text messages, phone or letter)
- discuss their own sexual relationships with, or in the presence of, pupils
- discuss a pupil's sexual relationships in inappropriate settings or contexts
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

### Dress and Appearance

Adults will:-

- ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- promote a positive and professional image
- not wear clothes likely to be viewed as offensive, revealing, or sexually provocative eg very low cut t-shirts.
- not wear clothes that distract, cause embarrassment or give rise to misunderstanding
- wear clothes that are absent of any political or otherwise contentious slogans

### Gifts

Adults will:-

- ensure that gifts received or given in situations which may be misconstrued are declared using incident forms.
- generally, only give gifts to an individual young person as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally.

### Infatuations

Adults will:-

- report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff (on incident forms)

## Social Contact

Adults will:-

- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
- advise senior management of any regular social contact they have with a pupil which may give rise to misunderstanding.
- report and record any situation, which they feel, might compromise the school or their own professional standing.

## Social Networking

Adults will:-

- uphold the law and maintain a good standard of behaviour both inside and outside of school; both online and offline. The content in cyberspace does not elude the law - a posting in the public domain can still constitute a defamatory publication. Employers can take disciplinary action if they can prove your conduct has caused detriment.
- note that they may lose respect in their post and defamation of character by placing things in the public eye that relate to their role or other members of staff.
- in all instances, not disclose anything on social networking sites that are related or could be related back to their work. If it is necessary to disclose information by these means it is advised to do so via private means and not, for example, on a 'Face Book' wall.

Propriety and Behaviour

- Placing images and videos of themselves on a public space on the internet such as 'You Tube', or 'Face Book', which could show themselves or other members of council staff in a way which could damage the council's reputation should be avoided and the council will take seriously any action deemed to show a lacking in standards both online and offline.
- Discussing other members of staff or students in a negative fashion in a public space on the internet goes against the 'Code of Conduct' and does not treat people with respect and courtesy.
- All staff have the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people.

Communication with Children and Young People

- Communication between children and adults by whatever method should take place with clarity and explicit professional boundaries.
- Staff should not share any personal information with any young people or children. They should not respond to requests or request any personal information from the child/young person, other than that which may be appropriate as part of their professional role.
- Staff should ensure that all communications are transparent and open to scrutiny.

By adhering to these guidelines staff are not only protecting the reputation of the school but also their own reputation and chances for future employment.

## Pupils in Distress

Adults will:-

- consider the way in which they offer comfort to a distressed pupil
- record situations which may give rise to concern on an incident form.

### Behaviour Management and Physical Intervention

Adults will:-

- not use force as a form of punishment
- try to defuse situations before they escalate
- keep parents informed of any sanctions
- adhere to the school's behaviour management policy.
- always use minimum force for the shortest period necessary.

### Sexual Contact

Adults will:-

- not pursue sexual relationships with children and young people either in or out of school. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity)
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

### One to One Situations

Adults will:-

- avoid meetings with pupils in remote, secluded areas of school
- ensure there is visual access and/or an open door in one to one situations
- avoid use of 'engaged' or equivalent signs wherever possible.
- consider the needs and circumstances of the child/children involved.

### Transporting Children

Adults will:-

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- ensure that they are alone with a child for the minimum time possible and then only after specific permission.
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.

### Educational Visits and After School Clubs

Adults will:-

- always have another adult present in out of school activities, unless otherwise agreed with senior staff in school
- undertake a risk assessments
- have parental consent to the activity
- ensure that their behaviour remains professional at all times.

### Intimate Care

Adults will:-

- adhere to the school's intimate care guidelines in Child Protection Policy.
- consult with collAgues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents.

### Photos, Videos and Creative Arts

Adults will:-

- be cLAR about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
- ensure that all images are available for scrutiny in order to screen for acceptability
- be able to justify images of children in their possession
- avoid making images in one to one situations.
- follow the school policy on the use of IT equipment.

### Sharing of Concerns

Adults will:-

- report any behaviour by collAgues that raises concern.
- be familiar with their school/service system for recording concerns ( incident forms)
- take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.