

Keston Primary School

Code of Conduct for Safe Working Practice for Adults Working in the School (Staff, Governors, Volunteers and Visitors)

Introduction

The document provides a guide for adults working in the school about acceptable and desirable conduct to protect both adults and students. It refers to and complements other policies and guidance at Keston Primary School including:

- Child Protection Policy
- Behaviour Policy
- Internet Safety Policy
- Code of Conduct – School Governors
- Equal Opportunities and Race Relations Policy
- Health and Safety Policy
- Anti Bullying Policy
- Harassment Policy
- Disability Policy

Copies of the Policies are available on the school website <http://kestonprimary.org.uk/>. This policy is based upon the DCSF document ‘Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings’ (March 2009) in which can be found useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised. A copy of this document is available in the Head Teacher’s Office (Safeguarding File) or at <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

All adults working in school should know the name of the Designated Child Protection Teacher Mrs J Stevens (Inclusion Leader) (or in her absence Mrs C Murphy (Headteacher)) in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Basic Principles

The child’s welfare is paramount (Children Act 1989)

- All staff have a ‘duty of care’ to the students.
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. This would include reporting infatuations by a student 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
- Staff should be fully committed to safeguarding the welfare of all pupils by taking all reasonable steps to protect them from physical, sexual or emotional abuse
- All adults should conduct themselves in a way that reflects the values of the school and meets the expected high professional standards
- Our safer recruitment and selection procedures will be followed for all appointments

All staff, volunteers and visitors to Keston Primary School must:

- Be familiar with and work in accordance with the policies at Keston Primary School including in particular:
 - Child Protection
 - Behaviour
 - Internet Safety
 - Health and Safety
 - Whistleblowing
- Provide a good example and a positive role model to students
- Behave in a mature, respectful, safe, fair and considered manner. For example:
 - Not making sarcastic remarks or ‘jokes’ to students that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
 - Not embarrassing or humiliating students
- Not discriminate favourably or unfavourably towards any student. For example :
 - Treating all students equally – never building ‘special’ relationships or conferring favour on particular students
 - Not giving or receiving (other than token) gifts unless arranged through the school.
- Ensure that relationships with students remain on a professional footing. For example :
 - Only touching students for professional reasons when this is necessary and appropriate for the student’s wellbeing or safety.
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people’s children.
 - Not making arrangements to contact, communicate or meet with students outside work (this includes use of email, text and other messaging systems).
 - Not developing ‘personal’ or sexual relationships with students.
- Ensure that confidentiality is maintained.
 - confidential information about a child or their family must not be shared except on a need to know basis
 - any media or legal enquires should be passed to senior management
 - Volunteers working within the school must sign a confidentiality agreement which is available from the school office.