

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Staff Code of Conduct

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This policy was produced by Education HR and is intended for paying subscribers only

1 Introduction

1.1 Overview

St Cuthbert Mayne School is committed to providing a safe and supportive environment, which secures the well-being and very best outcomes for children in their care.

This document clarifies what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.

If a member of staff does not follow this code of conduct this may lead to disciplinary action.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

1.2 Core Principles

- The welfare of children is paramount.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults who work with children should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equality Policy.
- All staff should know the name of their designated person for child protection in school, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect

children.

- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

The document provides a guide for adults working at the School (including staff, governors, supply staff, volunteers and visitors) about acceptable and desirable conduct to protect both adults and children. All staff should read and adhere to the code of conduct at all times. It refers to and complements other policies and guidance within the school including:

- Child Protection Safeguarding Policy
- Keeping Children Safe in Education
- Behaviour Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Online Safety Policy
- Equality Policy
- Whistleblowing Policy

All of the above policies can be viewed via the T-Drive.

1.3 Scope

All staff and volunteers working within the School are expected to adhere to this Code of Conduct.

1.4 Equality Statement

This policy applies equally to all School employees regardless of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

2 Safe Working Practices for the Protection of Children, Staff and Volunteers

<p>2.1 Introduction</p> <p>This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.</p>	<p>This means that these guidelines:</p> <ul style="list-style-type: none">● apply to all adults working in education settings whatever their position, roles, or responsibilities. <p>This means that staff should:</p> <ul style="list-style-type: none">● 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' 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
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<p>2.2 Duty of Care</p> <p>Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.</p> <p>All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.</p> <p>There are legitimate high expectations about the nature of the professional involvement of staff in the lives of children. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.</p> <p>Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safeguarding working practices.</p>	<p>This means that this School should:</p> <ul style="list-style-type: none"> ● ensure that safeguarding procedures are in place and reviewed ● ensure that systems are in place for concerns to be raised ● ensure that adults are not placed in situations which render them particularly vulnerable
<p>2.3 Exercise of Professional Judgement</p> <p>This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the children which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.</p>	<p>This means that where no specific guidance exists staff should:</p> <ul style="list-style-type: none"> ● 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 leader ● always record discussions and actions taken with their justifications
<p>2.4 Power and Positions of Trust</p> <p>All adults working with children in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.</p> <p>Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. Staff must follow reporting procedure as laid out in the Child</p>	<p>This means that staff should not:</p> <ul style="list-style-type: none"> ● 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 children ● use their status and standing to form or promote a relationship with a child, which is of a sexual nature. ● attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature

<p>Protection Policy. Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.</p>	
<p>2.5 Confidentiality</p> <p>Members of staff may have access to confidential information about children in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a child or his / her family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the child.</p> <p>Confidential information about children should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.</p> <p>There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.</p> <p>If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.</p> <p>Adults need to be aware that although it is important to listen to and support children, they must not promise confidentiality or request children to do the same under any circumstances. Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay</p>	<p>This means that staff:</p> <ul style="list-style-type: none"> ● are expected to treat information they receive about children in a discreet and confidential manner. ● in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff ● need to be cautious when passing information to others about a child. ● need to know to whom any concerns or allegations should be reported. ● Individual access to CPOMS (Child Protection Online Management System) will be in accordance with the individual's role and information should not be shared with any other member of staff not directly involved in the support and protection of that child.
<p>2.6 Propriety and Behaviour</p> <p>All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important</p>	<p>This means that staff should not:</p> <ul style="list-style-type: none"> ● behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model. ● drink alcohol with current pupils in public or private places, nor purchase alcohol for children. There may be exceptional circumstances where a member of staff may be personal friends with a parent which

<p>to exercise due care and attention when outside of the school environment.</p> <p>Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.</p>	<p>means that normal social life will bring the child into social contact with a member of staff.</p> <ul style="list-style-type: none"> • However, generally, if a member of staff finds themselves in a pub or other meeting place in which current pupils are drinking, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the young people. It is difficult to determine exact regulations in this area; if a member of staff feels that there are exceptional reasons why the general restriction on drinking alcohol with students should not apply, they should discuss the matter with a senior member of staff. • When supervising children on school trips, the safeguarding and welfare of the children is paramount. Staff must not drink alcohol when responsible for the welfare of pupils. Members of staff may be called to act if an emergency occurs. • make inappropriate remarks to a pupil (including email, text messages, phone or letter etc) • 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 in any form of communication (e-mail, conversations or social networking comments) <p>Staff must:</p> <ul style="list-style-type: none"> • Be aware that their behaviour in their personal lives may impact upon their work with children.
<p>2.7 Dress and Appearance</p> <p>Staff should consider the manner of dress and appearance appropriate to their professional role. We require children to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.</p> <p>Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff</p>	<p>This means that staff should ensure their appearance and clothing:</p> <ul style="list-style-type: none"> • promotes a positive and professional image • is appropriate to their role • is not likely to be viewed as offensive, revealing, or sexually provocative • does not distract, cause embarrassment to students, parents, colleagues or other stakeholders, or give rise to misunderstanding • is not ostentatious or have any facial piercings • is absent of any political or otherwise contentious slogans
<p>2.8 Gifts</p> <p>Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> • ensure that gifts received or given in situations which may be misconstrued are declared • ensure that gifts of significant value are declared. • only give gifts to an individual young person as part of an agreed reward system, which

<p>There are occasions when children or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Headteacher. Members of staff should not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks, competitions or rewards.</p>	<p>has been considered by more than one member of staff.</p> <ul style="list-style-type: none"> ensuring that these are of insignificant value and given to all pupils equally.
<p>2.9 Infatuations</p> <p>Staff need to be aware that it is not uncommon for a pupil to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. A member of staff who becomes aware that a pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> report to senior colleagues any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff. Be mindful if they are alone in a room with a pupil. Leave the door open or be visible at all times by any passers by.
<p>2.10 Personal Living Space</p> <p>No pupil should be in, or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations be mindful of the need to maintain professional boundaries.
<p>2.11 Communication with pupils (including use of technology)</p> <p>Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of 8 technology such as mobile phones, text messaging, school emails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a pupil. They should not request, or respond to, any personal information from the pupil, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.</p> <p>Adults should also be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. Staff should avoid giving personal contact details to pupils including e-mail, home or mobile telephone numbers. E-mail or text communications between an adult and a pupil</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> Not give their personal contact details to pupils. Emails and telephone communication must only be through the agreed school contacts. communicate with pupils in appropriate and professional manner, making sure that parents have given permission for this form of communication to be used only make contact with pupils for professional reasons not use internet or web-based communication channels to send personal messages to a pupil not to have images of pupils stored on personal cameras, devices or home computers. not make images of pupils available on the internet, other than through the school network/website, without permission from parents and senior teachers. be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.

<p>outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming. Communication with ex-pupils who are over 18 is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils. Be aware that actions that bring the school/ School into disrepute could lead to disciplinary procedures being taken</p>	<ul style="list-style-type: none"> ● avoid putting themselves in any vulnerable position
<p>2.12 Social Contact Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● have no secret social contact with pupils ● consider the appropriateness of any social contact according to their role and nature of their work ● 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 leadership of any regular social contact they have with a pupil or parent which may give rise to concern ● report and record any situation, which they feel, might compromise the school or their own professional standing.
<p>2.13 Social Networking Sites and Online Gaming Staff should not give out their personal details such as their home e-mail address; social network sites, gamer tags or web pages to students. If pupils do become aware of your gamer tag you must change it. Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this. ● not permit current and recent pupils or parents to have access to your profile. ● ensure all your passwords are kept strong and secure ● be aware that images of others should be protected and be treated as carefully as you would your own ● As soon as a member of staff becomes aware that they are in an online game with a pupil of the school, the member of staff should cease to play against that student and should not knowingly enter any games containing that player as part of the group. ● Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils, or use school equipment to play online games
<p>2.14 Physical Contact There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate. Staff should use their professional</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described ● never touch a pupil in a way which may be considered indecent ● always be prepared to explain actions and accept that all physical contact be open to scrutiny <p>This means that the School should:</p>

<p>judgement at all times about the appropriateness of any physical contact and adhere to the Behaviour Policy/Use of Reasonable Force. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff. Physical contact, which occurs regularly with an individual child, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to children with SEN or physical disabilities). Any such contact should adhere to the school's Behaviour Policy/Use of Reasonable Force.</p>	<ul style="list-style-type: none"> ● ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership. ● provide staff, on a "need to know" basis, with relevant information about vulnerable children in their care. ● If reasonable force is required to remove a student from an area for their own or others safety, ensure that a Senior Leader is made aware and two members of PIP trained staff are available to support. ● All incidences where reasonable force has been implemented must be recorded on CPOMS by the staff involved.
<p>2.15 Physical Education and other activities which require physical contact. Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 21, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration. ● always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.
<p>2.16 Showers and Changing Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health & safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● avoid any physical contact when pupils are in a state of undress ● avoid any visually intrusive behaviour and where there are changing rooms: ● remain in the room when groups are changing ● ensure sensitive pupils are offered the opportunity to change privately <p>This means that staff should not:</p> <ul style="list-style-type: none"> ● change in the same place as pupils ● shower with pupils
<p>2.17 Pupils in Distress There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● consider the way in which they offer comfort to a distressed pupil ● always tell a colleague when and how they offered comfort to a distressed pupil record situations which may give rise to concern.
<p>2.18 Behaviour Management All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a child. The use of humour can help to defuse a situation. The use of</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● always seek to defuse situations ● always use minimum force for the shortest period necessary.

<p>sarcasm, demeaning or insensitive comments towards a pupil is not acceptable in any situation.</p>	
<p>2.19 Care, Control and Physical Intervention</p> <p>Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.</p> <p>In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● 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 policy ● If reasonable force is required to remove a student from an area for their own or others safety, ensure that a SL is made aware and two members of PIP trained staff are available to support.
<p>2.20 Sexual Contact with Pupils</p> <p>Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 5).</p> <p>The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.</p> <p>There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so that sexual abuse can take place.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● not pursue sexual relationships with children and young people either in or out of school. ● avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact. ● Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.
<p>2.21 One to One Situations</p> <p>Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. The role of some staff means that it will be necessary for them to have considerable amount of one to one work and will balance privacy and confidentiality with transparency and accessibility. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met. Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their parents and the headteacher or other senior colleague with delegated authority.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● avoid meetings with children in remote, secluded areas of the school ● ensure there is visual access and/or an open door in one to one situations ● inform other staff of the meeting beforehand, assessing the need to have them present or close by ● avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy ● always report any situation where a child becomes distressed or angry to a senior colleague ● consider the needs and circumstances of the child/children involved. ● adhere to guidance given by the Safeguarding Team when supporting children with a Risk Management Plan.

<p>2.22 Transporting Children</p> <p>In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● 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 ● 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 ● take into account any specific needs that the child may have. ● Staff must have business insurance i.e. transporting a child and evidence must be supplied to the Business Manager. ● When transporting a vulnerable pupil, two members of staff must be present ● Staff transporting children in their own vehicle must ensure that their vehicle meets all legal requirements, is road worthy, insured and maximum capacity not exceeded. ● For further details on extra-curricular activities please see a member of SLT ● All trips to be approved by SK & TJD and SOP completed
<p>2.23 Extra-curricular activities</p> <p>Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.</p>	
<p>2.24 First Aid and Administration of Medication</p> <p>The school has a Supporting Children with Medical Conditions Policy, which must be adhered to at all times.</p>	
<p>2.25 Intimate Care</p> <p>All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.</p> <p>Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● make other staff aware of the task being undertaken ● explain to the child what is happening ● consult with colleagues 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.

<p>and is aware of the task to be undertaken. Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.</p>	
<p>2.26 Curriculum Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● have clear written lesson plans. <p>This means that staff should not:</p> <ul style="list-style-type: none"> ● enter into or encourage inappropriate or offensive discussion about sexual activity. ● Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum) ● Ensure that consent has not been withdrawn by parent for photo images ●
<p>2.27 Photography, Video and other Creative Arts Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. Using images of children for the school's publicity purposes has already had the consent of parents through the Home-School Agreement. Images should not be displayed on other websites, in publications or in a public place without additional consent.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded ● ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose. ● ensure school resources and equipment are used and not personal devices ● ensure that all images are available for scrutiny in order to screen for acceptability ● avoid making images in one to one situations. ● be able to justify images of children in their possession.
<p>2.28 Internet Use This School has a clear policy about access to and the use of the Internet. Please refer to the acceptable use policy for further guidance. Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● be aware and should avoid putting themselves in vulnerable situations; ● not have images of pupils stored on personal cameras, devices or home computers. ● not make images of pupils available on the internet, other than through the school ● network/website with permission from parents and senior teachers. ● Not use school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result children might be exposed to inappropriate or indecent material.

<p>2.29 Whistleblowing</p> <p>Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the School's Whistle Blowing Policy. Staff should follow procedures as laid out in the Whistleblowing policy. This is particularly important where the welfare of children may be at risk.</p> <p>Ofsted's dedicated Whistleblowing Hotline (0300 1233155) was launched in April 2009. It is staffed from 8am to 6pm, Monday to Friday.</p> <p>Whistleblowing disclosures can also be submitted to Ofsted by email to The Ofsted Whistleblowing team whistleblowing@ofsted.gov.uk or by post to: WBHL Ofsted Piccadilly Gate Store Street Manchester M1 2WD</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> ● report to the Headteacher any behaviour by colleagues, either in or out of school, that raises concern.
<p>2.30 Sharing Concerns and Recording Incidents</p> <p>All staff should be aware of the School's child protection safeguarding policy which includes full details on procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.</p> <p>In the event of an incident occurring, which may result in an action being misinterpreted and / or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.</p> <p>Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken</p>	<p>This means that staff:</p> <ul style="list-style-type: none"> ● must be familiar with the school's Child Protection arrangements ● must read the DfE publication 'Keeping Children Safe in Education' ● should 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 – see Child Protection Policy for further information. ● Must undertake the Safeguarding training delivered and complete the Knowledge Checks provided as and when required, in accordance with the school's training plan.

Appendix A - Use of Social Media

Introduction

Many of us are now using social media websites such as Facebook and Twitter to communicate and keep up to date with the latest news. Even if we don't have an account we may view and comment on YouTube clips or blog posts. We may also use social media in both a personal and professional capacity and the lines can often become blurred.

We want you to stay safe online and the School expects high standards of its employees in regard to professional and personal conduct. Therefore, we have produced this guidance for you to follow when using social media sites (sometimes referred to as social networking sites). The purpose of this guidance is to ensure you are aware of the proper, effective and lawful use of social media. This can be as a member of staff who uses social media as part of their job or who uses it in a personal capacity that may have an impact or effect on our pupils, people using our services, other organisations, employees, contractors or partner organisations.

Using social media

Employees should be careful that comments cannot be perceived as damaging the School's reputation and that personal comments posted about individuals/work colleagues cannot be interpreted as possible harassment, as they may be legally liable for any damage to reputation. Employees should not assume that their entries on any website will remain private and they should never send or post abusive or defamatory messages.

Employees should ensure that no information is made available that could provide a person with unauthorised access to the Trust and/or any confidential information, and they should refrain from recording any confidential information regarding the School on any social networking website.

The School will take action to prevent misuse of such sites, as an employer may be vicariously liable for the acts of an employee in certain circumstances. The School would also wish to take steps to address any malicious or untrue allegations which may circulate on networking sites.

All members of the school should abide by the restrictions in place to block the use of Social Media where appropriate and in line with policies relating to information security and Safeguarding.

Key points to consider

Privacy settings – understand and check your privacy settings on your social media profiles so you can choose to limit who has access to your data. You may also wish to consider how much personal information you include on your profile. We suggest that staff do not use their full name as their profile and consider alternatives i.e. first name and middle name.

Be professional – when posting, assume your comments are public for the entire world to see. If you are representing your profession or organisation you should be polite, open and respectful. Make sure that what is said online is consistent with other communications.

Don't get angry. Take time to consider all responses. It can sometimes be helpful to take difficult conversations offline.

Confidentiality – in all cases, confidentiality must be respected. Do not post information concerning any pupils or colleagues which could lead to their identification without the necessary permissions. This could breach their right to confidentiality and you could breach your Professional Code of Conduct. Do not disclose sensitive personal or business (protectively marked) information about your organisation, its pupils, governors, employees, parents or any other stakeholders.

Only share content that you are happy to be public knowledge – all postings to social media websites should be considered in the public domain. Therefore, it is important to first obtain permission before posting anything onto Social Media that relates to the School. Remember once you have published information you cannot guarantee it can be fully removed, and you cannot control how it is shared.

Be transparent – any accounts or profiles which relate to your organisation should be clearly and easily identified as such and should have approval.

Branding and logos – use your organisation’s logo or branding only if you are authorised to speak on behalf of the School.

Be responsive – if responding to questions or comments on behalf of the School, do so in a timely and informative manner and remember that expectations for response times are more immediate for social media.

Accepting friend requests –you should not accept friend requests on Social Media platforms from pupils and similarly should not follow or respond to pupils. It is also wise not to accept friend requests from parents, but if in doubt seek advice from senior colleagues. Be aware that ex-pupils may still have contact with the school through current students, therefore social media contact with ex-students is also not recommended.

Code of Conduct

The School’s Code of Conduct applies online as it does anywhere else and should be adhered to on social media. Not following this guidance may be regarded as serious and could result in disciplinary action.

3 Policy Feedback

Should you have any comments regarding this policy, please address them to the Headteacher/Designated Safeguarding Lead.