



Warrington St. Ann's Church of England Primary School

"Where Everyone Matters"

Code of Conduct

Warrington St. Ann's CE is a Church of England school where everyone matters. Therefore, all adults working in our school, whatever their position whether paid or unpaid, are expected to work within this code of conduct and to maintain the Christian ethos of the school.

This document has been written with reference to the "Guidance for Safe Working Practice for the Protection for Children and Staff in Educational Settings" produced by The National Network of Investigation and Referral Support Co-ordinators.

The Headteacher, Mrs. K. Keen, is the Designated Safeguarding Lead (DSL) for child protection and she is supported by members of the Safeguarding team; Mrs. L. Grumbley, Deputy DSL, Pastoral and Safeguarding Officer. The Chair of the Governing Body is Rev S Cowan.

- Understand the responsibilities which are part of their 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
- Inform the Head Teacher if they have; any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions; or if anyone within their household has any of these involving their behaviour towards children or young/vulnerable adults.
- For security and safety reasons ALL staff must scan in and out with their Passtab on entering and leaving the building.
- If staff misplace their Passtab or school fob, for security reasons they must inform a member of the office staff IMMEDIATELY.
- For safeguarding reasons staff must wear their ID badge when working. If you forget your ID badge you must use a visitors badge that day.

2. EXERCISE PROFESSIONAL JUDGEMENT

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour.

This means that where no specific guidance exists all adults should:

- 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 SLT (senior leadership team) member
- Always record discussions and actions taken with their justifications

3. POWER AND POSITIONS OF TRUST

All adults should not:

- Use their position to gain access to information for their own advantage and/or a child's family's detriment
- Use their position to intimidate, threaten, coerce or undermine pupils, their families or other staff
- Use their status and standing to form or promote relationships with children that are of a sexual nature.

All adults should:

- Avoid behaviour that might be misinterpreted by other and report and record any incidents with this potential.

4. CONFIDENTIALITY

All adults:

- Are expected to treat all information they receive about children and young people in a discreet and confidential manner
- Should seek advice from a member of SLT, or a member of the safeguarding team, if they are in any doubt about sharing information they hold or which has been requested of them
- Should not discuss incidents with parents or others about other children
- Should not discuss contentious concerns regarding children which they have not discussed with SLT
- Need to follow Data Processing policies in line with GDPR and be cautious when passing information to others about a child or young person

5. INFATUATIONS

All adults should:

- Report any indications (verbal, written or physical) that suggests that a pupil may be infatuated with a member of staff.

6. PROPRIETY AND BEHAVIOUR

All adults should 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, social networking, text messages, by phone, through remote learning or by 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
- Make discriminatory comments (**9 protected characteristics**)
- Carry out their role without informing their line manager if they are taking any medication which could affect their ability to carry out their role.

7. DRESS AND APPEARANCE

All adults must dress in a manner which:

- Promotes a positive and professional image (covers any large visible tattoos, no facial piercings)
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative (all skirt lengths should be to the knee, tops should not reveal midriffs, leggings and jeans are not acceptable)
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory

8. GIFTS

All adults should:

- Generally, only give gifts to an individual young person as part of an agreed school reward system
- Where giving gifts other than as above, ensure that these are of an insignificant value and given to all children equally and a senior colleague is informed
- Ensure that gifts received or given in situations which may be misconstrued are declared
- Ensure that gifts received from children, parents, or external contacts or given over the value of £10.00 are declared.

9. CURRICULUM

All adults should:

- Have clear plans for teaching
- Ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan (objectives). This plan should highlight if there are particular areas of risk and sensitivity
- Not enter into or encourage inappropriate or offensive discussion about sexual activity, including in Relationship Education.
- Ensure that resources and content of lessons can not be considered racist or discriminatory.

10. SOCIAL CONTACT

All adults should:

- Not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship
- Declare any social contact or relationships they have with children's families due to their living in the community of the school and friendships developed prior to their employment at the school
- Advise the SLT of any regular social contact they have with a pupil which may give rise to concern
- Always approve any planned social contact with senior colleagues, for example when it is part of the reward scheme or pastoral programme
- Report and record any situation, which they feel, might compromise the school or their own professional standing.
- Not have contact (or be "friends") with any pupils through social networking internet sites, including past pupils under 18 years
- Not refer to school incidents or pupils on social networking internet sites
- Avoid contact with children's parents and families on social networking sites. However, where they already have friendships developed prior to their employment at school and thus have such contact, they should only make comments, post images and use language that is considered professional and that would be used in the school setting.
- Should not act, make comments or behave in a way that brings the school, governors or staff into disrepute

11. INTERNET USE

All adults should:

- Follow the school policy on the use of IT equipment in line with the e-Safety Policy and the Remote Learning Policy.

12. PHYSICAL CONTACT

All adults should:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer, or by anyone to whom this action is described
- Never touch a child in a way that may be considered inappropriate
- Always be prepared to explain actions and accept that all physical contact must be open to scrutiny
- Never indulge in horseplay, tickling or fun/play fights.
- The school has a system in place for recording serious incidents and the outcomes which can be easily accessed by the SLT and provides staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.

13. PHYSICAL EDUCATION AND OTHER ACTIVITIES WHICH REQUIRE PHYSICAL CONTACT

All adults should:

- Explain to the children the reason why contact is necessary and what the form this contact will take, in order to support them perform their task safely and gain their agreement. This may be to demonstrate the use of a piece of equipment/ instrument or assist them with an exercise.
- Ensure that the contact under these circumstances is for the minimum time necessary to complete the activity and takes place in an open environment. Remain sensitive to any discomfort expressed verbally and non-verbally by the child
- Consider alternatives, where it is anticipated that a pupil may misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.

14. TOILETS AND CHANGING

All adults should:

- Avoid entering toilet cubicles when accompanying children to the toilet
- Follow the school intimate care policy
- Avoid any physical contact when children are in a state of undress (unless the child requires support in dressing due to age or physical ability, in such cases support should be given with another adult present)
- Avoid any visually intrusive behaviour and where there are changing rooms announce their intention of entering and avoid remaining in the room unless pupil needs require it
- DO NOT change in the same room as the children
- DO NOT shower with the children (residential)

15. PUPILS IN DISTRESS

All adults should:

- Consider the way which they offer comfort to a distressed pupil
- Always tell a colleague when and how they offered comfort to a distressed pupil
- Report and record situations which may give cause for concern.

15. BEHAVIOUR MANAGEMENT

All adults should:

- Not use any form of physical punishment
- Try to defuse situations before they escalate
- Not use sarcasm, demeaning or insensitive comments towards pupils
- Keep parents informed of any serious incident and sanctions
- Adhere to the school behaviour management policy.

16. CARE, CONTROL AND PHYSICAL INTERVENTION

Staff may legitimately intervene to prevent a pupil from committing a criminal offense which may injure themselves or others or cause damage to property. Staff should have regard for the health and safety of the child, other children, other staff and themselves. Staff must follow any positive handling plans for individual children

17. SEXUAL CONTACT WITH YOUNG PEOPLE

All adults should:

- Not pursue sexual relationships with children either in or out of school
- Avoid any form of communication with a child which could be interpreted as sexually suggestive or provocative, ie, verbal comment, letters, notes, email, phone calls, texts, physical contact.

18. ONE TO ONE SITUATIONS

All adults should:

- Avoid meeting with children in secluded areas of the school
- Ensure there is visual access and/or an open door
- Inform other staff of the meeting beforehand, assessing the need for them to be present or close by
- Avoid use of "engaged" or equivalent signs wherever possible as such signs may create an opportunity for secrecy or the interpretation of secrecy, but should instead use a "Quiet Zone" sign
- Always report any one to one situation where a child has become distressed or angry to a member of SLT.

19. TRANSPORTING PUPILS

All adults should:

- Not offer lifts which are unrelated to school to pupils
- Gain permission from SLT and record usage, reporting the nature of the journey, the route and the expected time of arrival
- Secure parental permission
- Ensure that an additional adult to the driver acts as an escort and that the child is in the car 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 the parent / carer
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- Take account of any specific needs which the child may have.
- Only transport pupils if you have a clean driving license.
- Only drive children in a car which is taxed, insured, MOT'd and road worthy.
- Ensure driver and all passengers use working seatbelts, refrain from smoking in the vehicle and take account of Covid safety.

20. EDUCATIONAL VISITS AND AFTER SCHOOL CLUBS, ETC.

All adults should:

- Ensure these are agreed by the SLT and appropriately recorded. For residential visits these must, in addition, be agreed formally by Warrington Local Authority and appropriate insurance must be in place
- Always have another adult present in out of school activities, unless otherwise agree with the senior management
- Always ensure that the appropriate ratio of adults to children is maintained for all out of school activities
- Undertake risk assessments, including those for children with specific needs
- Have written parental consent to the activity
- Ensure their behaviour remains professional at all times.
- Ensure information about trips is provided for the EVC to upload onto Evolve IT system.

21. FIRST AID AND ADMINISTRATION OF MEDICATION

All adults should:

- Adhere to the school's first aid policy
- Make other staff aware of the task being undertaken
- Explain to the child what is happening
- Only administer prescribed medication according to the school's medication policy
- Follow school Intimate Care policy.

22. INTIMATE CARE

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g., when assisting with toileting or removing wet/soiled clothing).

All adults should:

- Make other staff aware of the task being undertaken and ensure that there is another adult present
- Explain to the child what is happening
- Consult with colleagues where any variations to the agreed procedure / care plan is necessary, record these variations and share this information with parents.
- Follow school Intimate Care policy.

23. PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

All adults should:

- Be clear about the purpose of the activity and about what will happen to the photographs / recording when the lesson / activity is concluded.
- Follow Policies regarding GDPR photocopying and videoing children including ensuring appropriate consent is in place
- Ensure that a senior member of staff is aware that the photography / image equipment is being used and for what purpose
- Ensure that all images are available for scrutiny in order to screen for acceptability
- Only use school equipment for the purpose of photography or videoing unless permission is given and recorded by the SLT.
- Not use mobile phones to make or store images of children in school or on educational visits or residential without prior permission from SLT.
- Avoid making images in one to one situations
- Be able to justify images of children in their possession
- Only take, display or distribute images of children if they have consent to do so and these must not be placed in the public domain (social networking sites, websites or other published material) without permission from the SLT.

24. WHISTLE BLOWING

All adults should:

- Follow the school policy on whistle blowing and report any behaviour by anyone that raises concern, to a member of the SLT.
- KCSIE 2023 says that if staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy to the DSL or the DDSL.

For paid adults in school, breach of this Code of Conduct may result in disciplinary procedures.

For unpaid adults in school, breach of this Code of Conduct may result in your work within the school being terminated.

If the Senior Leadership of school has serious concerns about the conduct of adults working in school which involve possible criminal behaviour these will be discussed with the Local Authority Designated Officer (LADO) AND Local Authority Safeguarding Team and will if necessary be reported to the police for investigation.

Signed _____

Name _____

Date _____

Policy introduced Spring Term 2012, Updated September 2023