



## **Code of Conduct for Staff Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

### **WITHIN THE POLICY:**

- Overview
- Core Principles

August 2017

# Code of Conduct for Teaching and Support Staff

## I. Overview

Grace Dieu Manor School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for pupils in their care. Our values are set out in the Statement of Values

This document should clarify 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 procedures.**

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.

## II. Core Principles

- We are a Catholic school and the faith of the school is central to its Mission, as such, the welfare of pupils is paramount.
- Staff 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.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head of Pre Prep, the Deputy Head or the Headmistress 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 policies on Equal Opportunities, Child Protection, the Aims of the School, the Mission Statement of the School and the SEND Policy. (This is not an exhaustive list and would, for example, include briefing on Child Protection and Keeping Children Safe in Education, Sept 2016.)
- All staff should know the name of their designated person for child protection (Headmistress, Margaret Kewell; in her absence, Head of Pre-Prep, Mrs Nicola Dexter), be familiar with child protection arrangements and understand their responsibilities to safeguard and protect pupils.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

# Safe Working Practices for the Protection of Pupils and Staff at Grace Dieu Manor School

## 1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard our young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

### ***This means that these guidelines:***

- *apply to **all** adults working at Grace Dieu Manor School whatever their position, roles, or responsibilities.*

## 2. Duty of Care

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.

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 respect for the faith of the School, integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. 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.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

### ***This means that staff should:***

- *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*
- *recognise that our example – our witness - sets us apart*

### ***This means that Grace Dieu Manor School should:***

- *ensure that safeguarding procedures are in place and reviewed at least annually*
- *ensure that systems are in place for concerns to be raised*
- *ensure that adults are not placed in situations which render them particularly vulnerable*
- *ensure that our systems are reviewed regularly and/or adapted if weakness or deficiency has been identified.*

### 3. Exercise of Professional Judgement

The School is a Catholic School and all we strive to do is modelled on and through the example of Christ and rooted in the charism (gift of the Spirit) of Blessed Antonio Rosmini. As such, expectations regarding exemplary conduct will be assumed and thus guidance on our behaviour is offered in this and other policies. This Code of Conduct cannot provide a **complete** checklist of what is, or is not, appropriate behaviour for staff, it does, however, seek to highlight 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 our pupils 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 (as well as their fellow colleagues) and in so doing, will be seen to be acting reasonably.

### 4. Power and Positions of Trust

All adults working with pupils 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 pupil cannot be a relationship between equals. Whenever there is an unequal distribution of power between two people, the relationship invariably becomes a **moral one**. Nevertheless, there is potential for exploitation and harm of vulnerable young people and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible. They should avoid behaviour which might be misinterpreted by others (parents, colleagues or outside parties) or be deemed by others as unprofessional or as to have fallen short of the expectations that the Headmistress at Grace Dieu Manor School would come to expect, e.g., shouting at a child, or undermining by ill choice of phrase or comparison(s). Any action that has breached (or has the potential to breach) the above needs to be reported as soon as possible to the Deputy Head or the Headmistress.

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. **To do so would be deemed a breach in trust, an abuse of position and a criminal offence.**

***This means that where no specific guidance exists staff 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/issues with the Deputy Head or the Headmistress*
- *always record discussions and actions taken with their justifications*

***This means that staff should not:***

- *use their position to gain access to information for their own advantage and/or a pupil's or family's detriment*
- *use their power to intimidate, threaten, frighten, coerce or undermine pupils*
- *use their status and standing to form or promote a relationship with a pupil which is of an improper nature*
- *attempt to initiate a relationship with a recent ex-pupil of an improper nature*

## 5. Confidentiality

Members of staff may have access to confidential information about pupils 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 pupil or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil in their presence **or out** of their presence without their knowing.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to the Headmistress who is the School's Designated Child Protection Officer.

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 the Headmistress, or failing this, the Chair of Governors. Any media or legal enquiries should be passed to the Headmistress.

Adults need to be aware that although it is important to listen to and support pupils, they must not **promise confidentiality** or request pupils to do the same under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to the Headmistress without delay.

## 6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils and the reputation and mission of the School. 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.

### ***This means that staff:***

- *are expected to treat information they receive about pupils 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 the Deputy Head or the Headmistress*
- *need to be cautious when passing information to others about a pupil.*
- *need to know to whom any concerns or allegations should be reported*
- *need to be mindful at all times that the best interests of the child is central to our aims, values and the educational Mission at work at Grace Dieu Manor School. This love is made manifest through our professional conduct and in our affirming relationships with the children*

### ***This means that staff should not:***

- *behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.*
- *Communicate with pupils via any form of social media or device other than those means set out by the School.*

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting. It is important to exercise due care, thought, attention and consideration about personal conduct both within and without of the School environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the School is not acceptable. Behaviour which conflicts with the mission, values and standards the School adopts and aspires to is not acceptable. Any doubt about what is and is not acceptable should be discussed with the Headmistress.

- *drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff may be personal friends with a parent which means that normal social life will bring the pupil into social contact with a member of staff. Common sense and professional judgement would need to be exercised in these instances.*
- *drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs. (On trips, staff designated 'off duty' and only where supervision and risk has been considered and deemed safe, may staff consume a moderate level of alcohol. Again, moderation, good and professional judgement should always apply. Note well, that IAPS advice indicates no alcohol to be consumed at all on any trip.)*
- *make inappropriate remarks to a pupil (including email, text messages, phone or letter, social media platforms, etc)*
- *discuss their own sexual relationships with or in the presence of pupils, imply innuendo or double entendre.*
- *make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments) or be otherwise derogatory or unkind about pupils in our care when out of earshot, e.g. the Staffroom, or via text.*
- *The same level of conduct is expected to be applied to our colleagues. The staffroom is a place of comfort and relaxation; Social media is not a forum to air views that could injure colleagues, or bring the School's reputation into disrepute.*

**Staff must:**

- *Be aware that their behaviour in their personal lives may impact upon their work with pupils and the wider reputation of the School.*

## 7. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role AND the context in which they happen to be in. (See Dress Code Policy) We require pupils to be smart in their uniform. A smart, professional appearance that is suitable for School is expected at **all times** for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate (which might include tattoos or piercings) could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff. Again, please refer to the Dress Code Policy.

Jewellery should not be ostentatious, e.g., earrings should be limited to a maximum of two pairs of plain small stud, fine sleeper earrings or equivalent. Staff should check with a senior member of staff if they are uncertain.

## 8. Gifts

Whilst the School does not operate a policy per se (although gifts exceeding a value of £100 needs to be declared) on receiving gifts, 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.

There are occasions when pupils 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 Finance & Administration Manager. Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Admin and Finance Manager.

Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

### ***This means that staff should ensure their appearance and clothing:***

- *promotes a positive and professional image, including ensuring that for male staff facial hair is either well shaved, trimmed and neat as in the case of a beard, or clean shaven – stubble is not acceptable. Ties are to be worn properly and top buttons done up and jacket/trouser suit is worn*
- *is appropriate to their role (formal) and is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*

### ***This means that staff should:***

- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *ensure that gifts of significant value are declared.*
- *generally, only give gifts to a pupil 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 pupils equally.*

## 9. Infatuations

Staff need to be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop an infatuation certainly as pupils begin to mature. 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 the Headmistress so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

## 10. Personal Living Space

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 the Deputy Head or Headmistress, or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

## 11. Communication with pupils (including the use of technology)

Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, 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.

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.

### **This means that staff should:**

- Report to the Headmistress any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.
- Risk Assess: be mindful if you happen to be alone in a room with a pupil, e.g., peripatetic staff. Leave the door open where you can.
- Follow the advice offered in your Safeguarding Training and the Child Protection Policy.

### **This means that staff should:**

- 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

### **This means that staff should:**

- only give their personal contact details to pupils, including their mobile telephone number, for professional reasons and with the knowledge of the Deputy Head or the Headmistress. In nearly every instance there would be very little or no need to do so at all.
- communicate with pupils in an 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. Indeed, mirroring the Statutory



They should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Deputy Head or Headmistress and parents. E-mail or text communications between an adult and a pupil 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.

Staff should consider that the guidance above applies to communication with former pupils.

Be aware that actions that bring the School into disrepute could lead to disciplinary procedures being taken.

## 12. Social Contact – pupils and families.

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 the Deputy Head or Headmistress. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming. Staff must also be aware that social media presents the very real possibility that professional and personal lives will be 'blurred'. Social media contact with parents is to be avoided.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed by the Headmistress. If pupils do become aware of your gamer tag you must change it.

## 13. Social Networking Sites and Online Gaming

Grace Dieu Manor School staff may use social networking sites for personal use, although this is not encouraged during the School day. Should you use social networking during your break or lunchtimes, the School requires that profile and photos of the staff members are 'locked down' as private so that pupils or parents do not have access to your personal data or images.

Staff must deny current or recent pupils access to your profile so you do not put yourself in a vulnerable position.

*Guidance regarding the use of the mobile phone in the EYFS setting and across the School, **phones should not be brought into classrooms at all, unless specific permission has been given.** And mobile phones should not be used around the School site except in designated areas, e.g., the Staffroom(s).*

- *not make images of pupils available on the internet, other than through the School network/website, without permission from parents and senior teachers.*
- *Should consider the guidance as applying to all communication with former pupils*

### **This means that staff should:**

- *have no secret social contact with pupils*
- *consider the appropriateness of the social contact according to their role and nature of their work, especially with parents*
- *always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme*
- *advise the Deputy Head or Headmistress of any regular social contact they have with a pupil or parent which may give rise to concern*
- *report and record any situation **immediately** which they feel, might compromise the School or their own professional standing.*

### **This means that staff should:**

- *Lock down their profile to ensure that data, images and postings are not freely available. Seek advice if you are unsure how to do this.*
- *Do 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*

- *To think carefully about any social media postings through the prism of your professional role within the School.*

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation, or views contrary to the values, ethos and standards of the School are made available on a public profile by anyone.

If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) the Headmistress should be informed immediately.

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 in so far that the School's position being that it be avoided, so caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the School.

As soon as a member of staff becomes aware that they are in an online game with a pupil of Grace Dieu Manor School, the member of staff should cease to play against that pupil and should not 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.

#### **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 judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of

#### ***This means that staff should:***

- *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*

#### ***This means that Grace Dieu Manor School should:***

- *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 the Headmistress and the SMT*

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 pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

### **15. Nursery, Physical Education and other activities which require physical contact.**

Some staff, for example, our Nursery staff and those who teach PE, Swimming and Games, or who offer music tuition, will on occasions have to initiate physical contact with pupil in order to support a pupil, or so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with regard to the policies in place, or with the pupil's agreement where this would apply.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

### **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 pupils, satisfy health and 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.

- *Provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.*

#### ***This means that staff should:***

- *ensure that they have read the policies germane to their setting – e.g., Nursery*
- *consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil 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*

#### ***This means that staff should:***

- *avoid any physical contact when pupils are in a state of undress*
- *avoid any visually intrusive behaviour and where there are changing rooms:*
- *should not remain in the room when groups are changing*
- *ensure that sensitive pupils are offered the opportunity to change privately*
- *exercise the appropriate degree of vigilance and supervision so as to negate misbehaviour*

#### ***This means that staff should not:***

- *change in the same place as pupils*
- *shower with pupils*

## **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 the Headmistress, or the Head of Pre-Prep.

### ***This means that staff should:***

- *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.*

## **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 pupil. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Raising one's voice might be necessary to prevent harm or to gain attention from group noise; to shout at a pupil as a means of chastisement within the class, public place, or when alone ought to be avoidable and thus should be avoided.

### ***This means that staff should:***

- *Never use force as a form of punishment or any form of Corporal Punishment*
- *try to defuse situations before they escalate*
- *try to always keep calm and lose one's temper or shout at a child*
- *keep parents informed of any sanctions*
- *adhere to Grace Dieu Manor School's Behaviour Policy*

## **19. Care, Control and Physical Intervention**

Staff may legitimately intervene to prevent a pupil 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.

### ***This means that staff should:***

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary.*

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.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

## **20. Sexual Contact with Pupils**

### ***This means that staff should:***

Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal.

Sexual activity encompasses inappropriate physical contact including penetrative and non-penetrative acts, as well as non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

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.

## 21. One to One Situations

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. 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 parent and the Headmistress or other senior colleague with delegated authority.

## 22. Transporting Children

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 and permission from parents is to be sought.**

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.

- *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 ie verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact/nonphysical contact.*

### **This means that staff should:**

- *avoid meetings with pupils 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.*

### **This means that staff should:**

- *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 – provide a Risk Assessment*

### **23. Extra-curricular activities**

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 (Risk Assessments) arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity.

### **24. First Aid and Administration of Medication**

The School has a First Aid Policy which must be adhered to at all times.

### **25. Intimate Care**

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 (as might be appropriate by the School Nurse and/or the SENCO) and agreed with parents for all children who require intimate care on a regular basis.

#### ***This means that staff should:***

- *always have another adult present in out of School activities, unless otherwise agreed with senior staff in the school*
- *undertake a Risk Assessments and have them approved by the Headmistress*
- *have parental consent to the activity*
- *ensure that their behaviour remains professional at all times. Staff are never 'off duty.'*
- *The trip leader needs to have regard to the following as part of their 'checklist':*
  - *Reinforce the Code of Conduct to your staff: same level of professional conduct is expected on a trip as would be expected in school. No blurring of boundaries, no grey areas.*
  - *Risk assessments should be shared which are trip specific*
  - *Use of personal cameras and mobile phones needs to be clarified*
  - *Information given on vulnerable pupils and the particular support that is needed*
  - *Bedroom supervision procedures*
  - *Individual staff responsibilities made clear*
  - *Administration/checking of medication— who is responsible?*
  - *No real downtime—staff are 'on duty' at all times*
  - *Emphasise what staff must do if they have a concern about the behaviour of an adult on the trip*
  - *Explain what staff need to do if a child makes a disclosure*
  - *Go through 'what to do in case of emergency'*

#### ***This means that staff should:***

- *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.*

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 and is aware of the task to be undertaken as for example explained in the EYFS Welfare Requirements.

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.

## **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.

Care should also be taken to abide by the School's policy on Sex and Relationships 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).

## **27. Photography, Videos 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.

### ***This means that staff should:***

- *have clear written lesson plans.*

### ***This means that staff should not:***

- *enter into or encourage inappropriate or offensive discussion about sexual activity.*

### ***This means that staff should:***

- *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.*
- *Use the School camera at all times;*
- *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.*

Using images of children for the School's publicity purposes has already had the consent of parents unless they have requested otherwise. Images should not be displayed on other websites, in publications or in a public place without additional consent.

***This means that staff should not:***

- *have images of pupils stored on personal cameras, devices or home computers.*
- *make images of pupils available on the internet, other than through the school network/website with permission from parents and the Headmistress.*

## **28. Internet Use**

Grace Dieu Manor School has a clear policy about access to and the use of the Internet. Please refer to the E-Safety 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.

Using School equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result pupils might be exposed to inappropriate or indecent material.

***This means that staff should:***

- *report any behaviour by colleagues that raises concern.*

## **29. Whistleblowing**

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the *Allegations Against Staff Procedure* attached to the *Safeguarding Policy*, together with the *Grievance Policy* and the *Whistleblowing Policy*.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Senior Management Team and/or relevant external agencies. This is particularly important where the welfare of children may be at risk. ANYONE CAN MAKE A REFERRAL AT ANYTIME.

***This means that staff :***

## **30. Sharing Concerns and Recording Incidents**



All staff should be aware of the School's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

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.

Members of staff should feel able to discuss with their line manager/Senior Teacher any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken.

***This Code of Conduct will be reviewed annually, but where amendments are required, for example, a change in legislation, or as the result of a review following a disciplinary incident or concern, such amendments will be made and published with immediate effect.***

- *should be familiar with Grace Dieu Manor School's Child Protection procedures*
- *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*

**Reviewed MK August 2017**