



## **Our Christian Values**

God teaches us to forgive and always accept forgiveness

We receive the Christian way of life as a gift from God

We believe and trust in God who loves each one of us

We are all unique children of God

Whatever you wish that men would do to you do to them

We are all equally precious and loved by God

**A Code of Conduct**  
**for Staff working at**  
**Burham CE Primary School**  
**September 2016 – July 2017**

This document has been designed to ensure the staff and children at Burham CE Primary School are safe and secure at all times.

It has been prepared with the best interests of all staff and children in mind.

It is the code of conduct required from staff when working with children to ensure the safeguarding of all members at Burham CE Primary School.

Staff are reminded that the following behaviour is required of anyone working within the school.

Further details and expectations are found in the school's safeguarding policy, which should be read alongside this document.

Signed and agreed:

Print name:.....

Signed: .....

Date: .....

## **1. Duty of Care**

All staff in school including voluntary staff, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty can be exercised through the relationships between staff and pupils which should be respectful, caring and professional.

It is also exercised through the behaviour of the staff which should demonstrate integrity, maturity and good judgement.

Employers have duty of care towards their employees under the Health and Safety at Work Act 1974 which requires them to provide a safe working environment. (See Health and Safety Policy)

Employees also have a duty to take care of themselves and anyone else who may be affected by their actions or failing.

## **2. Power and Position of Trust**

As a result of their position and the authority invested in their role, all adults working with children are in a position 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. This means there is potential for exploitation and harm of vulnerable young people. Staff have the responsibility to ensure that the balance of power in their behaviour is not used for personal advantage or gratification. Wherever possible, staff should avoid behaviour which could be interpreted by others, and should report any incident with this potential.

## **3. Confidentiality**

Members of staff may have access to confidential information about pupils if necessary to undertake their everyday duties. Some of this may be highly sensitive and private information. This should never be used for staff's own or others advantage. Information must never be used to intimidate, humiliate or embarrass the pupil. Confidential information about a child or young person should never be used casually in conversation or shared with any other person except on a need to know basis which has been agreed by the Headteacher or senior management. In circumstances where the identity does not need to be discussed the information should be used anonymously.

## **4. Propriety and Behaviour**

Staff have a responsibility to maintain public confidence in their ability to safeguard children in their care. To this end they should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and other stakeholders as well as the public in general. There should be no reason for anyone to question their suitability to work with children or act as a role model. No personal details should be passed between a pupil and an adult including phone numbers or e-mail addresses.

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 circumstances the information will be passed on by the Designated Child Protection Coordinator or the Headteacher. Staff should treat information they receive about children and young people in a discreet and confidential manner. If a member of staff is in doubt about whether to share information or keep it confidential he or she should seek advice from a senior member of staff.

## **5. Dress and Appearance**

A person's dress and appearance are matters of personal choice and self expression. However staff should consider their manner of dress and appearance to their professional role which may be different to their personal life. They should wear clothing that promotes a professional and positive image and is appropriate to their role. Clothing should not be likely to be viewed as offensive or revealing and should not distract, cause embarrassment or give rise to misunderstanding. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation..

## **6. Gifts**

There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or the end of year, this is as a way of saying thank you and is acceptable. However it is unacceptable to accept gifts on a regular basis or of any significant value. Similarly it is not acceptable to give personal gifts to pupils. This could be misinterpreted either as a gesture to bribe or single out the young person.

## **7. Physical Contact**

A "no touch" approach is preferred at Burham CE Primary School and staff should have a "hands off" approach for their own benefit. However there may be occasions when contact has to be made and the general culture of limited touch should be adopted at these times.

Children with specific special needs may need some contact but the arrangements for these needs to be managed by the AEN manager and agreed with the staff and the parents/carers before the work commences. The arrangements should be understood and agreed by all concerned and justified in terms of the child's need, consistently applied and open to scrutiny. Only named senior members of staff should have any contact with children if at all possible, but the child's safety is paramount.

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

Staff may 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, in Burham CE Primary School only named staff are able to undertake these actions unless in a dire emergency. Staff should have regard to the health and safety of themselves and others. Situations should be defused using other methods first if at all possible.

Under no circumstances should physical force be used as a form of punishment.

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

## **9. Behaviour Management**

All pupils at Burham CE Primary School have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. Sensitive use of humour can help diffuse a situation before it escalates but the use of sarcasm or demeaning or degrading comments towards pupils is not acceptable in any situation.

## **10. One to One Situations**

Staff should avoid working in one to one situations. Staff should plan and conduct meetings and working with children to ensure they are never alone with a child as this can leave them open to allegations. All teaching and working should be done in view of other adults and pupils, through an open door if necessary. Staff should inform other people of any meetings to take place with pupils beforehand, assessing the need to have others present.

Meetings with children must not be conducted in remote or secluded places.

## **11. After School Clubs**

During after school activities or off site activities staff should recognise that they remain in a position of trust and need to ensure that their behaviour and dress cannot be misinterpreted.

## **12. Photography and Videos**

Many school activities now include recording images. These may be undertaken as part of the curriculum, extra school activities 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 needs to be given as to how these activities are organised and undertaken. Staff should be clear about what will happen to the photographs when the lesson is over. They should ensure that a senior member of staff is aware of the work being undertaken and all images should be available for scrutiny in order to screen for suitability. No images should be made in a one to one situation. Adults should not take or display images of children unless they have consent to do so. Some children may feel threatened by the use of photography and staff should remain sensitive to any child who appears uncomfortable and should recognise the potential for misinterpretation.

Images must not be displayed on websites, in publications or in a public place without consent. This includes areas where visitors to the school have access.

## **13. Internet Use**

Under no circumstances should an adult in Burham CE Primary School access inappropriate images. Accessing child pornography or indecent images of children on the internet is illegal and, if proven, will lead to the individual being barred from work with children and young people.

Access to inappropriate or indecent materials on school equipment, including adult pornography is likely to give cause for concern especially if as a result children may be exposed to inappropriate or indecent materials.

Staff use of ICT and information systems will always be compatible with their professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. Use of ICT will not interfere with work duties and will be in accordance with the school AUP (Acceptable User Policy) and the Law.

Staff will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring their professional role, the school or the County Council, into disrepute.

## **14. Whistleblowing**

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear or repercussions. This means that employees should report any behaviour by colleagues that raises concerns. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children is at stake.

This policy will be updated with new guidance before the yearly review if necessary.

June 2011

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