



**BURHAM CE PRIMARY SCHOOL**  
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**Our School Vision**

**‘Let your light ‘shine’ before others that they may see your good works.’  
 Matthew 5 v 16**

*Success – Happiness – Independence - New experiences - Engagement*

Our vision is for all our children at Burham CEP School to ‘Shine’. We believe that all children should be given opportunities to ‘Shine’ and discover their true unique potential through rich, engaging new experiences that enable them to be successful, happy and independent.

At Burham Church of England Primary School we respect, value and include each and everybody. It is our aim to provide children with a safe, happy learning environment in which every member of the school community will thrive. Our aim is for children to build enriching relationships and become responsible, caring and successful citizens.

At Burham our values are firmly rooted in the Christian foundation of the school: enabling every child to grow spiritually and emotionally; fostering a deep sense of personal identity and self-worth; and guided by the loving example of Jesus Christ. We want for all children to ‘shine their good works’ through our explicit Christian values of ‘CRAFT’, which are woven into all we do.



**Burham CEP School Staff Code of Conduct**  
**September 2023**

This document has been designed to ensure the staff and children at Burham Church of England 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 as such 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 Safeguarding Lead 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** (in line with Safer Working Practice Guidelines 2015 Part 13)

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff should acknowledge that some pupils are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the pupil.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil, in one set of circumstances, may be inappropriate in another, or with a different child.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should, therefore, use their professional judgement at all times.

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 by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to the manager and recorded. Where appropriate, the manager should consult with the Local Authority Designated Officer (the LADO).

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Pupils with disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny.

## **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 SEND 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 (Using ICT - 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.

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