

Appendix 1

Safeguarding Code of Conduct for Adults Working in Schools



Introduction

This document provides a guide for adults working in schools about acceptable and desirable conduct to protect both adults and students. It refers to and complements other policies and guidance at The Abbey School including:

- **Safeguarding and Child Protection Policy**
- Online Safety Policy
- Behaviour Management Policy and Guidelines for the Use of Physical Intervention
- Searching screening and confiscation
- Guidelines for Safeguarding Record Keeping in Schools
- Safeguarding Children and Child Protection - Induction Leaflet Guidelines for School Staff
- Advice notes : Dealing with Disclosures in School
- Bullying / Anti-Bullying Procedure
- Racism / Anti-Racism Policy
- Guidance on the Use of Photographic Images
- School Drug Policy
- Intimate Care Guidance
- Female genital mutilation
- Prevent (Radicalisation and extremism)
- Child sexual exploitation
- Health and Safety Policy
- Procedures for Assessing Risk (re school trips)
- First Aid and Accident Policies
- DOH (2009) "Safeguarding Disabled Children – Practice Guidance"
- Procedures for Managing Allegations Against Staff
- Teachers Standards
- Guidance for Safer Working Practice for Adults who Work with Children and Young People / Code of Conduct for Staff
- KSCB document : Safer Practice with Technology – Guidance for Adults who Work with Children and Young People
- Safer Recruitment Guidelines
- Whistle-Blowing Policy

This policy is based upon the document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' in which can be found useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised. Available from www.kelsie.org.uk

All adults working in school should know the name of the Designated Safeguarding Lead (Mrs N Kamara), be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people which are on the school's MIS (Bromcom), through the school website and on www.kelsi.gov.uk

Basic Principles

- The child's welfare is paramount (Children Act 1989).
- All staff have a 'duty of care' to the students.
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable observer to question their motivation or intentions.
- Adults working in school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. This would include reporting infatuations by a student for that or another member of staff, to ensure that such situations can be handled promptly and sensitively.
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy.
- Staff should apply the same professional standards regardless of gender or sexuality, race or religion.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Staff should be fully committed to safeguarding the welfare of all pupils by taking all reasonable steps to protect them from physical, sexual or emotional abuse.
- All adults should conduct themselves in a way that reflects the values of the school and meets the expected high professional standards.
- Our Safer Recruitment and Selection Procedures will be followed for all appointments.

All staff, volunteers and visitors to The Abbey School must:

- Be familiar with and work in accordance with the policies at The Abbey School particularly including:
Child Protection
Behaviour for Learning
Online Safety
Health and Safety
Whistle Blowing
- Provide a good example and a positive role model to students.
- Behave in a mature, respectful, safe, fair and considered manner, for example:
 - Not making sarcastic remarks or 'jokes' to students that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
 - Not embarrassing or humiliating students.
- Not discriminate favourably or unfavourably towards any student, for example:
 - Treating all students equally – never building 'special' relationships or conferring favour on particular students
 - Not giving or receiving (other than token) gifts unless arranged through the school.
- Ensure that relationships with students remain on a professional footing, for example:
 - Only touching students for professional reasons when this is necessary and appropriate for the student's wellbeing or safety.
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children.
- Not making arrangements to contact, communicate or meet with students outside work (this includes use of email, text, social networking and all other messaging systems).

- Not developing 'personal' or sexual relationships with students.
Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity). Whilst a sexual relationship between a member of staff and a Year 14 student would not be illegal, all staff must be aware of the following:
 - The Abbey School would judge this to be an act of gross misconduct, adversely affecting the school's reputation and undermining professional confidence and would be dealt with appropriately.

Reference Documents

- DfE guidance Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (WTSC)
- Ofsted guidance 'Inspecting safeguarding in early years, education and skills'
- Framework for the Assessment of Children in Need and their Families
- Kent and Medway Safeguarding Children Procedures
- Early Years and Foundation Stage Framework (EYFS)
 - "Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings" - Safer Recruitment Consortium