

WHITEFIELD PRIMARY SCHOOL

Code of conduct



Adopted: October 2013

Review date: October 2015

Whitefield Primary School

Code of Conduct

Mission Statement

Our school is a place where everyone is treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusion place where learning is nurtured and encouraged in a happy, caring and fun environment. We all work for our school to be a happy place where good behaviour is expected and all children enjoy their educational journey.

At Whitefield we believe in nothing but the best!

SAFER WORKING PRACTICES CODE OF CONDUCT

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this 'Code of Conduct' and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings DFE 2009 which is available on the school's website.

This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

All visitors must sign in and wear the school's visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer. Only adults who present an Enhanced Criminal Records Certificate or a letter from their employer stating one is in place can work unsupervised with children. Key professionals including Social Workers, Ofsted, Police, Health Professionals and Educational Psychologists will only be required to present their photo ID as their employer will have ensured an enhanced CRB is in place.

Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.

Code of Conduct:

- If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school's Child Protection Co-ordinator or if they are absent, another member of the school's Leadership Team. Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher. Concerns regarding the Headteacher should be directed to the Chair of Governors.

You should:

- dress appropriate to your role ensuring that it is not likely to be viewed as offensive or revealing and is absent of any political or other contentious slogans or images.
- act as an appropriate role model, treating others with respect and tolerance.
- ensure gifts given or received are recorded and discussed with your Line Manager.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and E-safety (acceptable use policy).

- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations that may arise that sit outside this code of conduct.
- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed.

You should never:

- behave in a manner which would lead any reasonable person to question your suitability to work with children and to question your motives or intentions.
- make, encourage or ignore others making personal comments which scapegoat, demean or humiliate any member of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine pupils.
- develop 'personal' or sexual relationships with children and young people including making sexual remarks or having inappropriate sexual banter.
- discriminate favourably or unfavourably towards a child.
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- avoid contact with parents through social network sites and declare any friendships/relationships to your Line Manager. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- have conversations on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school.
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities.

- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager.
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention.

Senior member of staff responsible: Nadine Carroll (Head teacher)

Designated member of staff: Natalie Menagh (Inclusion Manager)

(This Code of Conduct will be reviewed in October 2015)