



Great Bedwyn CE VC Primary School

SAFEGUARDING CODE OF CONDUCT

This policy was adopted by the Governing Body on: 22nd November 2016

Date to be Reviewed: November 2018

Review Body: Full Governing Body

Introduction

This document provides a guide for adults working in Great Bedwyn C.E. Primary School (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- Child Protection Policy
- Behaviour Policy
- Social Media and Networking policy
- E safety policy
- Whistleblowing policy
- Keeping Children Safe in Education 2016

This policy is based upon the guidance given in the DCSF March 2009 document “Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education Settings” which can be found at the following link:

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

The DCSF document is authoritative and should be consulted if any clarification is required and also provides useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in Great Bedwyn School should know the name of the Designated Safeguarding Lead in school, be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

The Designated Safeguarding Lead (DSL) is Mrs Nicola Williams (Headteacher)

The deputy Designated Safeguarding Lead (DDSL) is Mrs Louise Carlisle (Deputy Headteacher)

Basic principles

- The child’s welfare is paramount (Children Act 1989).
- Adults must always act and be seen to act in the pupils’ best interests
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in the school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil 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 culture, disability, language, racial origin, religious belief, gender or sexuality.

- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

All staff, paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. All children have a right to be safe and to be treated with dignity and respect.

Responsibility of the Headteacher and Deputy Headteacher

The Headteacher and Deputy Headteacher must:

- Foster a culture of openness and support
- Ensure systems are in place for concerns to be raised
- Ensure staff are aware of expectations, policies and procedures aimed at keeping children safe
- Ensure that where children display difficult or challenging behaviour, the school behaviour policy is followed and when appropriate positive handling plans are in place and shared with parents and carers

Responsibilities of the Governing Body

The Governing Body must:

- Ensure appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored
- Ensure when services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures in place

Responsibilities of all staff, volunteers and visitors

All staff, volunteers and visitors to the schools must:

- Be familiar with and work in accordance with the School's policies and specifically those relating to:
 - Child Protection
 - Keeping Children Safe in Education 2016 (Part 1)
 - Behaviour
 - E-Safety
 - Social Media and Networking
 - Health and Safety
 - Whistleblowing
- Recognise as adults operating in a school you act in a position of trust in relation to our pupils and that this position of trust must not be used to gain access to information for your own or others advantage
- Provide a good example and a positive role model to pupils.
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:
 - Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
 - Do not embarrass or humiliate children
 - Do not encourage others to demean or humiliate pupils

- Do not discriminate favourably or unfavourably towards any child, for example:
 - Treat all pupils equally – never build ‘special’ relationships or confer favour on particular pupils
 - Do not give or receive (other than token) gifts unless arranged through school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must:
 - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil’s wellbeing or safety (more guidance on this is set out in the DCSF Guidance document).
 - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people’s children.
 - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems).
 - Not develop ‘personal’ or sexual relationships with pupils. In particular your 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).
- Be aware that behaviour in your personal lives may come under scrutiny and may be considered to compromise your suitability to work with pupils
- Wear clothing which is not likely to be considered offensive, revealing or sexually provocative and must also be absent of any political or contentious slogans
- Understand that personal cameras or mobile phones should not be used in school or on school trips to take photographs; only the school equipment should be used in accordance with the procedures set out in the Social Media and Networking policy
- Ensure that your use of technologies does not bring Great Bedwyn School into disrepute
- Inform the Headteacher or Deputy Headteacher of any social contact with a child or parent which may give rise to concern. (It is recognised that some social contact between pupils and staff may arise for example where parents and staff are part of the same social circle. These contacts will be easily recognisable and openly acknowledged)

Use of Control and Physical Intervention

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person’s behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.

Any member of staff who decides it is necessary to use physical intervention must use minimum force for the shortest period necessary and must record and report any incident where physical intervention has been used.

Reference documents

- Safeguarding Children and Safer Recruitment in Education DfES Jan 2007
- Guidance for Safer working Practice for adults who work with children and young people in education settings 2009
- Great Bedwyn C.E. Primary School policies
- LSCB Local Safeguarding Children Procedures
- Code of Conduct for Staff, Supply and Volunteers at Great Bedwyn C.E Primary School

This Policy should be read in conjunction with Great Bedwyn C.E Primary School's:

- Anti-Bullying Policy
- Child Protection Policy
- Complaints Policy
- E-Safety Policy
- Intimate Care Policy
- Single Equality Policy
- Social Media and Networking policy
- Whole School Behaviour Policy
- Whistleblowing Policy

Great Bedwyn CE VC Primary School

I confirm I have read the School's Safeguarding Code of Conduct and will take responsibility to abide by its recommendations, advice and rules.

Name (Print)

Signature

Position in School

Date