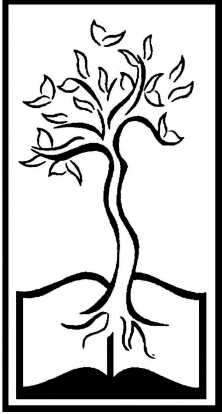


**Keeping Children Safe in
Education**

**Code of Conduct for Safer
Practice**

Kenmore Park Junior School



Kenmore Park Junior School.

Policy	Date
Code of Conduct	LA advice June 2015.
Approved	Approved by governors 7/10/15. 12/10/16
Review Date	Updated Sept 2016
See also	S11 Audit 12/15. LA Safeguarding Audit 3/16.
Website update	16/3/16

Keeping Children Safe in Education

KPJS

Code of Conduct for Safer Practice

Sept 2016

Introduction

All education settings are required to have a clear and effective Code of Conduct for adults working in the setting. Indeed, as stated in DfE “Keeping Children safe in education” – Sept 2016- paragraph 47:

“Governing bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children’s welfare.”

This document provides a guide for all adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both pupils and adults. It refers to and complements other policies and guidance in your school, including:

- Child Protection and Safeguarding Policy
- School Behaviour Policy
- School policy on physical interventions
- School ICT policy
- Record keeping policy/procedure

This policy reflects the requirements set out in Keeping Children Safe in Education Sept 2016, and is based upon the attached DCSF document ‘Guidance for Safe Working Practice for Adults Who Work with Children and Young People (education version)’ March 2009), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

In particular, all adults working in schools should keep the following statements from Keeping Children Safe in Education in mind:

- Everyone who comes into contact with children and their families has a role to play in safeguarding children (paragraph 4)
- All school and college staff have a responsibility to provide a safe environment in which children can learn (paragraph 7)
- Staff members working with children are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff Page 2 members should always act in the interests of the child (paragraph 13)

All adults working in the school must know who the Designated Safeguarding Lead is in the school, be familiar with the school’s child protection and safeguarding policy, and understand their individual responsibilities to safeguard and protect children and young people. In addition, the Teaching Standards 2012 (which apply to maintained schools) state that teachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Basic principles

- 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 anything which could give rise to concern. This would include for example reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- The school should keep a record of any such incident and of decisions made/further actions agreed, in accordance with the school's record keeping policy
- Staff should apply the same professional standards regardless of 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.

As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:

- Is this needed to meet the pupil's needs?**
- Is there a professional reason for me to do it?**
- Can I do it in a way that is safe for both the pupil and for me?**

Only if the answer to all three questions is YES should the adult take the course of action.

All staff, volunteers and visitors to the schools must:

- Be familiar with and work in accordance with the school's policies, including in particular
 - Child Protection
 - Behaviour
 - Physical Intervention
 - Internet Safety
 - Intimate Care
 - Health and Safety
 - Use of Photography and Video
 - Whistleblowing
- 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 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 DfES Guidance for Safe Practice referred to above)
- 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 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).

Reference documents

- Keeping Children Safe in Education (DfE) 2016
- School policies
- Local Safeguarding Children Board - local safeguarding children procedures
- Guidance for Safe Working Practice for Adults who work with Children and Young People (education version) DCSF March 2009
- The Teachers’ Standards 2012

Approved by governors: 10/2/16.

Review: As req’d by GB/LA.

Amended: 21/9/16

Approved by GB: 12/10/16