



Doing our best to achieve our best

Clarendon Primary School and Nursery

Staff and Governor Code of Conduct

Introduction

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This document has been developed in accordance with the principles established by the Children Acts 1989 and 2004 as well as the Education Act 2002. It also reflects the statutory guidance given in 'Keeping Children Safe in Education' (KCSIE), the Teacher Standards document and Surrey's safeguarding Partners procedures.

As a school we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and make every effort to provide an environment in which children and adults feel safe, secure, valued and respected. As a result all staff and governors are expected to be vigilant to the concept that, **"It could happen here"**, as well as understand that **"safeguarding is everyone's responsibility"**.

The purpose of this document is to provide **all** staff and governors with the framework they need in order to keep children safe and secure in school by ensuring all staff and governors uphold the expected professional standards and behaviours.

Policy Aims

- To demonstrate the school's commitment with regard to upholding appropriate professional standards.
- To support everyone with their understanding regarding their responsibilities to safeguard children.
- To ensure everyone working with children act appropriately by following the expected code of conduct.
- To encourage everyone working with children to minimise the risk of inappropriate conduct occurring and thereby enabling them to set a good example to all children within the school.

Policy Principles & Values

- This policy sets out the standards of behaviour expected from everyone working with children at Clarendon Primary School.
- The school requires that all staff and governors have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the school's disciplinary procedures.
- This policy is not exhaustive and so all adults working with children are expected to exercise their professional judgement to act in the best interests of both the children and the school at all times.

Safeguarding Children and Young People

All adults are expected to safeguard and promote the welfare of pupils, take responsibility for ensuring that young people are protected from harm and conduct themselves appropriately giving due regard to professional boundaries. The School has a Child Protection Policy which all staff and governors are required to read and familiarise themselves with as they have a duty to report any concerns they may have about the safety or welfare of a pupil. Initially, this should be to the School's Headteacher / Designated Safeguarding Lead (DSL) or, in his/her absence, the Deputy Headteacher / Deputy DSL.

All staff and governors should be aware of the school's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher or, if the allegation is against the Headteacher, it should be reported to the Chair of Governors.

Compliance with School Instructions

The school expects all staff and governors to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Details of Key Personnel

Designated Safeguarding Lead (DSL) is: William Neale

Contact details: head@clarendon.surrey.sch.uk

Deputy DSL(s) is/are: Louise Stondzik

Contact details: deputy@clarendon.surrey.sch.uk

The Headteacher is: William Neale

Contact details: head@clarendon.surrey.sch.uk

The nominated safeguarding governor is: Karen Handley

Contact details: chairofgov@clarendon.surrey.sch.uk

DSL refers to the school's Designated Safeguarding Lead.

DDSL refers to the school's Deputy Designated Safeguarding Lead.

The Local Authority Designated Officer (LADO)

Contact details: 0300 123 1650

Terminology

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's mental and physical health or development;
- Making sure children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child(ren) includes everyone under the age of 18. On the whole, this will apply to pupils in our school; however, the policy will extend to visiting children and students from other establishments.

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Social media refers to all forms of communication through internet, web based applications, text and instant messaging.

Personal Conduct

The School expects all staff, governors and volunteers to promote and maintain high standards of personal and professional conduct to sustain the good reputation of the school. This will be achieved by:

- Performing duties to the highest possible standards.
- Working with honesty, integrity and impartiality and be accountable for their own actions.
- Maintaining the confidence and respect of the general public and those with whom they work.
- Treating others, (including children) with fairness, dignity and respect; building relationships rooted in mutual respect; and at all times observing proper boundaries appropriate to their professional position.
- Having due regard for the need to safeguard children's' well-being, in accordance with statutory provisions.
- Being aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, can compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the school into disrepute. (It can also result in action by regulatory bodies.)
- Showing tolerance of and respect for the rights of others and by ensuring they do not undermine fundamental British values which include democracy, the rule of law, individual liberty and mutual respect as well as tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's' vulnerability or might lead them to break the law.
- Having proper and professional regard for the ethos, policies and practices of the school and by maintaining high standards in their own attendance and punctuality.
- Having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Avoiding any conflict of interest between activities undertaken outside school and responsibilities within school.
- Acting in accordance with the school's policies and procedures at all times. (A copy which can be obtained via the school website or by contacting the school's business manager.)
- Complying with all lawful written and oral instructions given; unless to do so would result in a health and safety risk.
- Communicating immediately to the appropriate manager any relevant concerns they may have about the quality of provision or the safety and welfare of children.

In addition to this code of conduct, teachers are also expected to meet the professional conduct standards outlined in the DfE Teachers' Standards.

Confidentiality and sharing information

Staff and governors may have access to confidential information about children, their parents and siblings. Staff must only reveal such information to colleagues on a need to know basis.

All staff and governors are likely at some point to witness actions which need to be confidential, for example, where a pupil is bullied by another pupil. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Staff and governors have a statutory obligation to immediately share with the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child/ren. Staff and governors should pass on information immediately in accordance with the school's safeguarding/child protection policies and procedures. Staff and governors must never promise a child that they will not act on or pass on any information that they are told.

Staff and governors should refer to the Department of Education's document *Information sharing: advice for practitioners providing safeguarding services* for further guidance on information sharing. If staff are in any doubt about whether to share they should seek guidance from a member of the senior leadership team.

Data Protection

The school takes its obligations under data protection laws very seriously. All staff and governors are expected to familiarise themselves with the school's data protection policy and any associated procedures which govern day-to-day working practices as well as how to report a suspected data breach and to recognise when someone may have made a subject access request. If in any doubt staff should consult their line manager promptly or contact the School Data Protection Officer, (whose details can be found on the Data Protection Policy).

Disclosure of Information

All staff and governors should develop a clear understanding about what information can be disclosed to government departments, internal or external auditors, parents, pupils and the wider public, and what information should remain confidential.

Any information made available should be provided in a clear and concise way. Staff and governors should seek the advice of their line manager/headteacher if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain, or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Sharing Information about Pupils

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on securely, without delay, but only to those with designated safeguarding responsibilities.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the school's safeguarding / child protection procedures. The adult should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead.

Staff must also be aware of their duty to report any breach of GDPR to the Data Protection Officer.

Media / Legal Enquiries

Any media or legal enquiries should be passed immediately to member of the senior leadership team.

Allegations Against Staff and Volunteers

All staff and governors must read and understand the policy, guidance and procedures in place for managing allegations against staff and volunteers. [Dealing with Allegations against People Working with Children - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk) They must also be aware of the reporting and recording procedures for when they have concerns about the behaviour or conduct of a member of staff.

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold.

All staff and governors are expected to know and understand the schools reporting policy and procedure for immediately sharing all concerns, including low-level concerns with the headteacher, or if the concern relates to the headteacher, the chair of governors.

A low-level concern is any concern, no matter how small, (even if no more than causing a sense of unease or a 'nagging doubt') that an adult working in or on behalf of the school may have which:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children.
- Having favourites.
- Taking photographs of children with their mobile phone.
- Engaging with a child on a one to one basis in a secluded area or behind a closed door.
- Using inappropriate language.

Please note that whilst low level concerns may not be considered to be at a level required to liaise with the LADO, the headteacher may still decide to speak with them for further advice on managing the identified concern, especially given that the LADO may hold information about the subject from other employers / agencies where a cumulative effect of low-level concerns may mean the LADO threshold is reached.

Reporting concerns to the LADO

Concerns about a volunteer, governor or staff member's conduct, which meet the following criteria, will always be reported to the LADO, who will work with the school / advise them on appropriate next steps to manage, investigate and address this:

- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against, or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Whistle Blowing

If staff or governors become aware of activities which he/she believe to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, they should report the matter in accordance with the school's whistleblowing or child protection procedure.

This means that staff and governors should: escalate their concerns, if they believe that a child or children are not being protected; report any behaviour by colleagues that raises concern; and report allegations against staff and volunteers to the Headteacher, or where they have concerns about a Headteacher, report them directly to the Chair of Governors. This includes those relating to staff that are no longer at the school or historic concerns.

Staff and governors should be familiar with the school's arrangements for reporting and recording concerns and allegations; and how to contact the Headteacher, Chair of Governors and Ofsted directly, if required. They should also take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting.

All staff and governors are required to comply with any investigation undertaken as a result of an allegation being raised.

Appearance and Dress

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs; however, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake and for the environment in which they are working. Those who dress or appear in a manner which could be viewed as offensive or inappropriate may render themselves vulnerable to criticism or allegations.

We expect all staff to reflect these high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

Guidelines on appropriate dress:

- The dress code for all staff is expected to be formal, professional and appropriate to the role being undertaken rather than casual.
- Staff are expected to dress smartly. All clothing should be clean and maintained appropriately with no rips, tears or excess wear. Jeans or denim, of any colour, should not be worn.

- Shoes should be smart and not put the wearer at any risk to carry out the role they have within school, (i.e. excessively high heels or beach style flip flops).
- Any jewellery worn should be professional and not present a risk to the wearer or to the children.

PE lessons:

- As a school we recognise that there are particular circumstances where formal attire is not appropriate. With this in mind, all staff involved in the delivery of PE lessons are expected to wear appropriate dress, e.g. tracksuits and trainers.

Premises Staff:

- As a school we acknowledge that there are particular roles and particular circumstances where formal attire is not appropriate. For example premises staff. These members of staff are permitted to wear clothing suitable for the task being undertaken.

Visible tattoos are discouraged and where present should not be offensive to others. Where they are deemed to be offensive, they must be appropriately covered.

When working remotely, and taking part in video meetings, (for example via Teams or Zoom) appearance should be in line with the standards of this guidance, particularly when holding meetings with parents or other external stakeholders.

This dress code will apply on any school day where you may come into contact with parents or students. Insets days can be casual.

Smoking, alcohol, e-cigarettes and other substances

Clarendon Primary School is a non-smoking site. Therefore, staff and governors must not smoke or use e-cigarettes on the school premises or outside the school gates. Furthermore, they must not smoke or use e-cigarettes whilst supervising children in a residential setting or when offsite.

Staff and governors must never arrive at school incapable, through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is strictly prohibited.

The consumption of alcohol at staff and governor events or meetings is subject to the authorisation of the headteacher.

Political Neutrality

Staff and governors should ensure that their own personal or political opinions do not interfere with any policy of the School.

This means that adults should not:

- Enter into or encourage inappropriate discussions with may offend or harm others.
- Undermine fundamental British values.
- Express any prejudicial views.
- Attempt to influence or impose their personal values, attitudes or beliefs on pupils.

Appointment of Staff

Staff and governors should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee, (or prospective employee) to whom they are related or have a close personal relationship.

Parents as employees

It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

Parents as employees should ensure that they uphold boundaries between these two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of

confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

Personal living accommodation including on-site provision

Staff and governors should not invite any pupils into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the pupil's parents / carers.

It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for, e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling. Managers should ensure that appropriate accommodation for such activities is found elsewhere in the school.

Under no circumstances should pupils, (other than those that are family or family friends) be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation. This guidance should also apply to all other persons living in or visiting the private accommodation.

Equality Issues, bullying and harassment

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the school's equality policy and other employment policies in relation to equality issues.

Allegations of bullying and harassment of work colleagues, pupils or other members of the school community will be addressed through the relevant adopted procedures. Staff and governors are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher. Concerns related to the behaviour of the Headteacher should be reported to the Chair of Governors.

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside school staff or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Staff and governors must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager. Staff and governors should be clear on the separation of client and contractor roles. Senior employees and governors who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Staff and governors privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the School's Materials, Property or Resources

Staff and governors must ensure that public funds entrusted to them are used in a responsible and lawful manner. Staff should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

Hospitality and Acceptance of Gifts

All school staff, governors and those working on behalf of the school are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any and all offers of gifts and hospitality made to them and for seeking advice if they are unsure whether they can accept. As to what is "inappropriate and disproportionate", something like a small token to a teacher, a small bouquet of flowers sent in thanks or a small buffet lunch to facilitate networking, would not seem unreasonable;

whereas tickets to football matches or the opera have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement. Furthermore, it is also unacceptable to receive gifts on a regular basis or to suggest to children that gifts are appropriate or desired. If you are unsure whether to accept a gift staff should consult their line manager.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts or in the discharge of any other aspect of the School's day to day business. It is your responsibility to refuse such offers and to report any possible conflict of interest and any cases where you believe that the school may be compromised.

It is a criminal offence for staff or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity. Furthermore, in no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for staff and governors to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the school. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the staff member.

If you have any doubt about such an offer of a gift or hospitality you are responsible for notifying and discussing this with your immediate manager.

Giving Gifts

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a pupil should be in accordance with agreed practice, consistent with the School's Behaviour policy, recorded and not based on favouritism.

Working Relationships and Social Contact Outside the Workplace

Some members of staff / governing body live and work in the same community. Members of staff and governors will have both internal and external working relationships that are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, and families - independent of the professional relationship.

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff or governor should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the governor or staff and member's own family. Staff and governors need to be aware that they will be viewed as members of school staff, as well as friends at all times in these situations. Staff and governors should also be aware that they should not discuss school matters with parents of pupils at the school and should maintain professional barriers.

In general, there are extremely few situations where it is appropriate for parents to approach staff and governors through personal routes regarding school business, and so they should be referred back to the normal procedures.

Staff and governors need to be mindful that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse, exploitation or radicalisation.

Staff and governors should be aware and recognise that some types of social contact with pupils or their families may be perceived as harmful or exerting inappropriate influence on children and may bring the school into disrepute.

Staff and governors should ensure that any type of social contact does not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Staff and governors must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

Staff and governors must not accept friend invitations or become friends with any pupil on any social media platform. Staff and governors should also refrain from following the Twitter or similar social media accounts of pupils or their parents. There may be examples where parents are media figures/celebrities or are for example leading a community campaign and the member of staff should engage in a respectful and professional manner.

Staff and governors must read the school's Online Safety Policy carefully and follow all advice and guidance within it.

Personal phone numbers, email addresses and communication routes via all social media platforms should not be used and staff and governors should not share their home address with pupils. If contacted via an inappropriate route the member of staff must inform their line manager immediately.

If approached by ex-pupils, staff and governors must act with integrity and must consider if the relationship might be considered to be an abuse of the position of trust.

Communication with Children and Young People

Staff and governors should not seek to communicate, make contact with or respond to contact with pupils outside of the purposes of their work and should not give personal contact details, (e.g. email address, home or mobile telephone numbers, details of web-based identities) to children.

Only equipment and services provided by the school should be used for communication and employees are expected to adhere to the School IT Acceptable Use Policy.

Staff can communicate with parents via portals such as Marvellous Me. For other electronic communication staff must always use a professional email account, for example ABC@clarendon.surrey.sch.uk and under no circumstances use their private email account.

Employees are expected to report to their line manager any contact or correspondence with children they receive via personal contact mechanisms.

Members of staff should always report any indications, (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff to the Headteacher or another senior manager.

Physical contact with children

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, e.g. to comfort a younger child if very upset or to 'hi five' a child for a great piece of work. At these times, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs or any agreed care plan. When physical contact is made with it must be in response to the child's needs at that 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.

Members of staff should:

- Be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described.
- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Never indulge in horseplay or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age appropriate.

- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Establish the preferences of pupils.
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.

Before initiating contact, staff must seek the child's permission. Furthermore, they must observe and take note of the child's reaction or feelings and use a level of contact which is acceptable to the child for the minimum time necessary. (**N.B** – Staff must use their professional judgement at all times.)

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact. Staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment / instrument on another member of staff if possible. However, they may be required to initiate physical contact to support a child to perform a task safely or to assist them. Contact under these circumstances must be done with the pupil's agreement, for the minimum time necessary and in an open environment.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Physical contact must never be secretive, for the gratification of the adult or abuse a position of trust. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to a line manager, recorded and, if appropriate, a copy placed on the child's file.

There may be occasions when a pupil is in distress and in need of reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order to avoid misinterpretation of their actions. Such incidents should always be recorded and shared with their line manager. If staff have a particular concern about the need to provide this type of care and reassurance they should seek further advice from their line manager.

Staff must read and follow the guidance in the school's Physical Intervention Policy. Physical contact should be avoided, de-escalation strategies should be employed and support sought from a colleague. Restraint should only be used by those who have had MAPA or other appropriate training.

Staff can refer to the schools Positive Touch and Restraint Policy, Intimate Care Policy and Behaviour Policy for additional support and guidance if necessary.

Intimate/Personal care

Staff should comply with the school intimate / personal care policy, to ensure that the health, safety, independence and welfare of children are promoted and their dignity and privacy respected. Arrangements for intimate and personal care must be open and transparent and accompanied by appropriate recording systems.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff; however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.

Intimate or personal care procedures should not involve more than one member of staff unless the child's individual healthcare plan specifies the reason for this. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty, should be considered when formulating the child's individual healthcare plan. The views of parents, carers and the child, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Children are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering; however, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

Showers and changing

Children are entitled to respect and privacy whilst they are changing or showering after physical activity or swimming. Supervision by staff should be appropriate to the needs and age of the children and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour & announce their intention of entering a changing room. Personal & school devices with a camera or video function must not be taken into areas where children are showering or changing. Staff must not change or shower in the same place as children.

Behaviour Management and Physical Intervention

All members of staff and governors must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. Staff are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

Adults may reasonably intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline.

The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

All members of staff are expected to understand and to follow the School's Behaviour Policy and Physical Intervention Policy as appropriate to their role.

Sexual Conduct

Any sexual behaviour by a member of Staff or governor with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to have a sexual relationship with a pupil under 18, even if the relationship is consensual. This could be a matter for criminal and/or disciplinary procedures.

Lone working and one to one situations involving pupils

Staff working one to one with pupils, including visiting staff from external organisations, can be more vulnerable to allegations or complaints and should manage these situations with regard to the safety of the child and to themselves. E.g. wherever possible, ensuring that there is visual access and/or an open door in one to one situations.

Members of staff or a governor should not arrange to meet with pupils from the school away from the school premises unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.

Staff and governors are expected to adhere to the school's policy on lone working.

The School will conduct risk assessments in relation to the specific nature and implications of one to one work and any planned home visits.

Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupil's offsite for out of school activities.

A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any concerns that may arise. (The School Business Manager.) Staff should not offer lifts to pupils unless the need for this has been agreed by a manager.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and, where possible, with at least one adult additional to the driver acting as an escort. Use of personal phones as satnavs in school minibuses is not permitted and the school should provide a phone or satnav for this purpose.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should be aware of & adhere to current legislation regarding the use of car seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy, has a valid MOT certificate and appropriately insured and that the maximum carrying capacity is not exceeded. Staff should never transport pupils while under the influence of alcohol or drugs.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

Prior to transporting children offsite consent must be obtained from the child's parent. All staff must be aware that the safety and welfare of the child is their responsibility until the child is safely passed back to their parent.

The school's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils.

Educational visits

Educational visits will be undertaken in accordance with the school's Educational Visits Policy and any member of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

Staff should take particular care when supervising children in the less formal atmosphere of an educational visit, (where a more relaxed discipline or informal dress and language code may be acceptable) as staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

Administering First Aid and Medication

Any member of staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines; however, they cannot be required to do so unless this forms part of their contract of employment.

Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities.

All first Aid should be undertaken in line with the school's First Aid Policy.

Staff taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children. Furthermore, if staff have personal medication on the premises this must be securely stored and out of reach of children at all times.

Health and Safety

All staff and governors have a shared duty to help prevent injuries or accidents occurring at work by complying with the school's health and safety policy and all instructions relating to safety and security procedures. All staff and governors also have a duty to report any identified health and safety concern to the school business manager.

Photography, video and other images

The school has strict rules of the taking and use of images which are contained within the school's child protection policy. All members of staff and governors should have regard to these rules. Under no circumstances should members of staff or a governor use their personal equipment to take images of pupils at, or on behalf of, the school or display or distribute images of pupils except as authorised by the school and with appropriate consent.

Staff and governors should obtain age-appropriate consent and consent from a child's parent for the use of images for publicity purposes. Images must not be displayed on websites, in publications or in a public place without consent.

Staff and governors should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic / video equipment and that this is recorded in lesson plans. All photographs / digital images and video footage should be available for scrutiny and staff should be able to justify all images / video footage made.

Staff and governors must ensure that photographs / digital images or video footage of children should only be taken using school equipment for purposes authorised by the school and should be stored securely on school equipment. Staff and governors should also be clear about the purpose of the activity and what will happen to the photographs/images / video footage when the lesson or activity is concluded.

Staff and governors should remain aware of the potential for images of children to be misused to create indecent images of children and / or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken.

Staff and governors should not have their personal mobile phones in class or in the nursery, unless specific permission has been given by the Headteacher. **(N.B – Permission will be granted on a case by case basis.)**

Online Safety

Staff and governors must comply with the Online Safety policy & the Acceptable Use Policy at all times. Staff must:

- Remember that the only acceptable method of contact is via the use of school email accounts or telephone equipment.
- Not engage in inappropriate use of social media which may bring themselves, the school or the school community into disrepute. Staff should also adopt the highest security settings on any personal profiles they have.
- Exercise caution in use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.
- Be vigilant when using dating websites / apps where staff could encounter pupils or ex pupils.
- Not make contact with pupils or ex pupils, or initiate/accept friend requests on any social media platform with pupils or ex pupils. Staff and governors must not communicate with pupils or ex pupils via social media or text.
- Not make contact with a child's family member, accept or initiate friend requests or follow a child's family member's account on any social media platform.

- Not use mobile phones and personally-owned devices such as tablets during lessons or formal school time. Furthermore, the bluetooth functionality of a mobile phone or tablet should be switched off at all times.
- Not use the camera and filming functions of personal mobile devices in school, on school trips or on official school business.
- Not disclose on social media, information about colleagues, pupils or the school in general. Staff should also not participate in discussions or the spreading of gossip or rumours about colleagues, pupils or the school.
Remember that mobile phones, personal recording devices, cameras and videoing equipment are not permitted in certain areas within the school site such as changing rooms and toilets.

The school acknowledges that staff and governors who are also parents may wish to make contact with other parents, who are friends, over social media. Staff and governors must exercise caution & professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their professionalism.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Declaration of Personal Interests and Outside Commitments

Staff and governors are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All staff and governors should declare any non-financial or financial interest, which might conflict with the ethos or work of the school, or any relationship which, by the employee's association with that person, might adversely affect the School's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people. Declarations should be made via the School Business Manager who should ensure that a written record is made in accordance with the school's procedure.

Declarations must also extend to acknowledging the involvement of a relative or partner of an employee / governor in an organisation with which the school does business with, (or seeks to do business with) particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where staff or governors are in any doubt about whether any personal relationships, interests or outside commitments should be declared, they should either declare the information in any case or else seek further advice from the School Business Manager.

Secondary Employment

Staff are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

Staff should, however, keep the school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

Criminal Charges or Convictions

All staff and governors must inform the headteacher immediately if they are issued with any criminal conviction, caution, reprimand or final warning or are the subject of a police investigation during the course of their employment / work with the school. Staff and governors should be aware that behaviour by themselves, behaviour of those with whom they have a relationship or an association, or the behaviour others in their personal lives, may impact on their work with children.

School Policies

The school has in place a range of policies, some of which have been referred to in this code of conduct. Staff and governors are expected to familiarise themselves with any policy the school has provided or drawn to their attention and to ensure that they take account of any future policy changes communicated to them.

If in doubt about the application or interpretation of any policy staff and governors should seek advice from their line manager in the first instance.

Status of Code of Conduct

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

Staff and governors will be expected to have regard to any updates to this code which have been brought to their attention.

Review

Date reviewed by governing body: September 2024

Date due for review: September 2025

CLARENDON PRIMARY SCHOOL, NURSERY AND CHILDREN'S CENTRE

Staff and governor Code of Conduct for Staff

I have read the school's Code of Conduct for Staff /Governors and agree to abide by the Code of Conduct Practice guidance contained therein.

SignedDate

The Headteacher and Governors of Clarendon Primary School and Nursery thank you for your support.

William Neale
Headteacher

September 2024
Clarendon Primary School

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