



**Safer Working Practices**  
**Code of Conduct for Adults**  
October 2019

To be reviewed March 2021

# Safer working practices Code of Conduct

## Introduction:

Keeping Children Safe in Education (DFE 2019) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and governors.

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 '[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#)', Safer Recruitment Consortium 2019

Everyone must also read and understand part one of Keeping Children Safe in Education (DFE 2019). This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any 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 Designated Officer 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.

## Code of Conduct:

Our school will create a culture of openness, transparency, trust and support where all members of the school community feel empowered to share relevant information about themselves or someone else.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 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 Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the school's Leadership Team. Always listen carefully to the child and report 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 or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of

Governors or Local Authority Designated Officer. (The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk))

- Anyone (in emergencies or if they are required to) can make a referral about their concerns for a child directly to Children's Services.

### **You should:**

- Follow the school's child protection policy and procedures and in line with this share safeguarding information appropriately but also act accordingly with sensitive and confidential information.
- Be alert to the indicators of harm and abuse towards a child, including peer to peer abuse.
- Dress appropriately according to your role, ensuring that clothing is compliant with professional standards and is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
- Act as an appropriate role model, treating all members of the school community 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, data protection, health and safety and online safety (acceptable user policy).
- Ensure that you understand your responsibilities under the General Data Protection Regulations 2017 and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.
- 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 with your Line Manager if you feel your actions might have sat 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 and/or prevent a child from being harmed.
- Understand that it may be appropriate to discuss with the Head teacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about yourself. You must ensure that you are aware of the circumstances where this would be applicable.
- Be aware that behaviour by yourself, those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
- Inform the head teacher of any cautions, convictions or relevant order accrued during your employment, and/or if you are charged with a criminal offence.
- Understand that if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006 (those staff covered by the scope of the guidance): [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) then you must inform your headteacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)

### **Never:**

- Act in a way both at work and/or in your personal life that brings yourself, school or the teaching profession into disrepute.
- Make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community including ignoring any form of peer to peer abuse.

- Use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
- Develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
- Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- 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.
- Have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
- 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.
- Should not post on the school's website or social media accounts any photographs of children without their consent. (Some children may be put at risk by their whereabouts being made publicly)
- Use your personal mobile phone (or other personal IT equipment) in areas used by children unless in emergencies or under an agreed protocol set out by the Head Teacher. In early years settings mobile phones should be locked away rather than carried by staff in areas occupied by children. The exception to this is that one staff member's phone, usually the teacher's, will be kept in a cupboard in the classroom, for communication in case of lockdown.
- 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 own responsibilities. You should not cover windows or door panels but always act in an open and transparent way.
- 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. It is good practice to have another adult to act as an escort during the journey
- 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. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should always be the minimum required. As our children are very young and often need comforting, we will provide appropriate physical touch e.g. a hug, or placing them on our knee, but always in full view of other staff.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help avoid poor working practices that may lead to a person's behaviour being *investigated* and the *consideration* of disciplinary procedures.