

## STAFF CODE OF CONDUCT

This Policy is separated into the five areas of Safeguarding.

### 1. OUR RESPONSIBILITIES TO SAFEGUARDING

#### Purpose of the Policy

- To keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- To assist adults working with children at our school to work safely and responsibly and to monitor their own standards and practice.
- To support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- To support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- To reduce the risk of positions of trust being abused or misused

### 2. SAFEGUARDING CHILDREN & VULNERABLE ADULTS

#### Principles for the Whole Workforce

Everyone at St Alban's Classical Academy who comes into contact with children and their families has a role to play in safeguarding children. Therefore it is important that all staff:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child
- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies
- Ensure that they maintain an attitude of "it could happen here" and report any concerns regarding the behaviour of an adult/staff member in school directly to the Designated Safeguarding Lead or Chairman of the School Board (if the allegation is relation to the Head Teacher).
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.

### 3. SAFE PEOPLE

#### Principles for the Whole Workforce

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.

- Adults who work with children 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.
- Adults should work and be seen to work in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the school's policies and practice.
- Responsibilities for safeguarding are set out in the school's Child Protection Policy and a clear understanding of those responsibilities will be an important part of induction for all staff, including temporary and supply staff. Specific responsibilities are attached to various individuals but ultimately the welfare of our pupils is everyone's concern at St Alban's Classical Academy.
- It is always better to err on the side of caution, and staff will never be criticised for doing so. Professional judgement, however, is valuable and should always be used in dealing with children.
- Adults working with children are in a position of power and trust. All staff should be aware that under section 16 of the Sexual Offences Act "it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child even if the relationship is consensual". Clearly in the initial phase of the life of our school we will have only very young children but we aim to grow and this issue cannot be ignored for that reason.
- All staff must be aware of their area of influence and potential "disqualification by association" together with the "duty to prevent" contained within the Counter Terrorism and Security Act, 2015. Adults can influence and in turn be influenced by partners and be able to influence those they educate. A culture of vigilance is important in this respect.
- Confidentiality must never be promised to a child. Appropriate confidentiality, however, is important in maintaining the trust of
- Staff must at all times maintain the highest standards of behaviour. This sets a good example to children. It gives parents confidence in the school.
- The dress code for staff is an important indication of our professionalism. Female staff must wear a smart business suit (skirt or trousers) or close equivalent. High heels must not be worn. Staff working with small children may wear more comfortable clothing, but always maintain a smart appearance. Male staff must wear smart business clothing including a tie and jacket. Male or female staff who are teaching games may wear appropriate clothing (e.g. a tracksuit) and may wear such clothing in the classroom but only where it is impossible to change before the lesson in question begins. Neither staff nor children are permitted to chew gum. Staff must not walk around school with hot drinks. Unless the weather is especially hot, male staff must wear a jacket at all times.
- Staff may accept token gifts at Christmas, at the end of the year etc. Such gifts may be flowers, chocolates or similar. Any gift which is clearly more valuable (i.e. having an estimated value of more than £30) must be politely refused or if that is not possible handed in to the Head Teacher who will dispose of it appropriately.
- Staff will never use their personal media (text, email, Facebook etc.) to communicate with any child at St Alban's Classical Academy of whatever age. Although it would be difficult to prevent anyone from communicating with an adult over the age of 18 who may be a former pupil from another school, staff members are discouraged from doing so. All communications with parents or children must be through the school's own channels and a formal tone should always be maintained.
- Staff must avoid one-to-one situations with children. If it is absolutely necessary to be alone with a child, make sure the meeting takes place in an area that can be seen by others, with an open door, and in a place where an adult could easily join and overhear the subject matter.
- The school's Photographic Policy must be read and understood by all staff.
- Even young children, especially those with older siblings, may be exposed to inappropriate images, for example on a mobile phone. This must be taken very seriously and reported immediately to the Designated Safeguarding Lead.
- Mobile phones must not be used during the school day. It follows that cameras must not be used either. No personal devices are allowed in classrooms or around students. Staff members are required to leave their phones and devices in the staff office. This rule must be followed and if not sanctions will be used.
- The school has a Whistleblowing Policy and staff members are expected to read and understand it.

#### **4. SAFE PREMISES & SAFE PLACES**

Most of the following points are linked to the school's Health and Safety Policy, a key document which all staff must read, understand and observe.

- All teaching and classroom support staff will receive first aid training.
- The location of the school is on a fairly busy road, with this in mind we allow parents to park in our school car park for drop off and pick up times. Safety for children in the car park is good and manageable, as long as staff on duty are vigilant.
- All educational visits, trips etc. must be carefully planned in line with the school's policy and appropriate risk assessments carried out. All risk assessments must be approved by the Head Teacher before any trip outside school can take place.

#### **5. SAFE CHILDREN**

This area typically covers the following issues, all of which are covered earlier in the Policy but are detailed below.

##### **Communication**

Staff should

1. not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work
2. not give out their personal details
3. turn off data access on school premises
4. follow the school's Bring Your Own Device Policy
5. ensure that their use of technologies could not bring their employer into disrepute
6. not discuss or share data relating to children/ parents / carers in staff social media groups

##### **Social contact outside of the workplace**

Staff should

1. always approve any planned social contact with pupils or parents connected with St Alban's Classical Academy with senior leadership, for example when it is part of a reward scheme.
2. advise senior leadership of any regular social contact they have with a pupil which could give rise to concern
3. do not send personal communication to pupils
4. inform senior leadership of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring, music lessons, etc

##### **Sexual conduct**

Staff must

1. not have any form of sexual contact with a pupil from the school or setting
2. avoid any form of touch or comment which is, or may be considered to be, indecent
3. avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
4. not make sexual remarks to or about a pupil
5. not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role

##### **Physical contact**

Staff should

1. 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
2. never touch a pupil in a way which may be considered indecent
3. always be prepared to explain actions and accept that all physical contact be open to scrutiny
4. never indulge in horseplay or fun fights

5. always allow/encourage pupils, where able, to undertake self-care tasks independently
6. ensure the way they offer comfort to a distressed pupil is age appropriate
7. always tell a colleague when and how they offered comfort to a distressed pupil
8. establish the preferences of pupils for physical contact
9. consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
10. always explain to the pupil the reason why contact is necessary and what form that contact will take
11. report and record situations which may give rise to concern
12. be aware of cultural or religious views about touching and be sensitive to issues of gender

This policy was developed in October 2023 and will be reviewed at least every year or more frequently if appropriate.