



Kineton High School Code of Conduct for Teaching and Support Staff

Overview

Kineton High School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care. Our values are set out in our statement of Ethos and Aims.

This Code should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and behaviours that should be avoided.

If a member of staff does not follow this Code of Conduct disciplinary procedures may be invoked.

Core Principles

1. The welfare of students is paramount.
2. All staff should know the name of their designated person for safeguarding, be familiar with safeguarding children arrangements and understand their responsibilities to safeguard and protect students.
3. Staff have a responsibility for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
4. Staff should work and be seen to work in an open and transparent way.
5. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, sexual identity.
6. Staff should behave and dress appropriately at all times.
7. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
8. Staff should continually monitor and review their practice and ensure they follow the guidance contained in this policy. Staff should be aware that breaches of the law, their contract or school policy could result in criminal or disciplinary action being taken against them.

Safe Working Practices for the Protection of Students and Staff at Kineton High School

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

- *apply to all adults working in education settings whatever their position, roles, or responsibilities.*

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

This means that staff should:

- *understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *always act, and be seen to act, in the child's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

3. Confidentiality

Members of staff may have access to confidential information about students in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

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

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 a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

4. Exercise of Professional Judgment

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgments about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be judged to be acting reasonably.

5. Power and Positions of Trust

All adults working with students in education settings are in

This means that staff:

- *are expected to treat information they receive about students in a discreet and confidential manner*
- *in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff*
- *need to be cautious when passing information to others about a student*
- *need to know to whom any concerns or allegations should be reported*

This means that where no specific guidance exists staff should:

- *discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents or threats with a senior leader*
- *always record discussions and actions taken with their justifications*

This means that staff should not:

- *use their position to gain access to information for their own advantage*

positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18 or still at school, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

This includes the way in which staff and volunteers speak to students. A positive, respectful and encouraging tone should be used at all times. Terms of endearment e.g. sweetheart, darling should not be used with students as they could be misinterpreted as grooming. Where it is necessary to challenge inappropriate behaviour or to get students' attention, it is reasonable to raise their voices and/or to use an authoritative tone.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment. Misuse of drugs, alcohol or acts of violence would be examples of such behavior. Behaviours on social media websites and other online behaviours must be in line with safe practice.

The behaviour of a member of staff or volunteer's partner or other family member may raise similar concerns and require careful consideration by the Headteacher as to whether there may be a potential risk to children and young people in school.

Membership of organisation whose goals are in conflict with the values and equality policies of the school is not acceptable.

and/or a students' or family's detriment

- *use their power to intimidate, bully, threaten, coerce or undermine students*
- *use their status and standing to form or promote a relationship with a student , which is of a sexual nature.*

This means that staff should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.*
- *on school trips or on other occasions when pupils are under their supervision, staff must ensure that there are sufficient members of staff available and able to respond appropriately to any emergency that might occur.*
- *make inappropriate remarks to a student (including email, text messages, phone or letter etc)*
- *discuss their own sexual relationships with or in the presence of students*
- *discuss a student's sexual relationships in inappropriate settings or contexts*
- *make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)*
- *use their own political or religious beliefs to influence others*

Staff must:

- *Be aware that their behaviour in their personal lives may impact upon their work with students.*
- *Understand that behaviour and actions of their partner (or other family member) may raise questions about their suitability to work with children and*

young adults.

7. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.

8. Personal Living Space

No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established (eg. baby sitting) and agreed with parents and senior leaders.

9. Gifts, Rewards and Favouritism

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the School Business Manager. Any member of staff receiving gifts or entertainment valued at more than £25 must disclose this to the School Business Manager. Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

10. Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with him/herself or a colleague should discuss

This means that staff should ensure their appearance and clothing:

- *promotes a positive and professional image*
- *is not likely to be viewed as offensive, revealing or sexually provocative*
- *is appropriate to their role*

This means that staff should:

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *be mindful of the need to maintain professional boundaries*

This means that staff should:

- *Be aware of the school policy on the giving and receiving of gifts*
- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *ensure that gifts of significant value are declared*
- *generally, only give gifts to an individual young person as part of an agreed reward system*
- *where giving gifts other than as above, ensure that this is done with the full knowledge of their Line Manager*

This means that staff should:

- *Report to senior colleagues any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.*
- *Be mindful if they are alone in a room with a student. Leave the door open if you have to.*

this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

11. Communication with Children and Young People (including the Use of Technology)

Staff and volunteers should be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should therefore ensure that all communications with pupils are transparent, open to scrutiny and compliant with school policies. Communication between staff/volunteers and pupils/students, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile telephones, text messaging, social networking, e-mail, instant messaging, web-cams, websites and blogs.

Staff/volunteers who communicate with pupils/students using e mail, telephone, text or social networking should only do so for professional purposes and by use of school accounts. E mail should only be sent to the pupil/student's school e mail address.

Staff and volunteers should not request any personal information from pupils/students and should not respond to any requests from or share any personal information with pupils other than that which might be appropriate as part of their professional role. They should not seek contact with or respond to requests for contact from pupils/students via personal telephone, text, e-mail, on-line gaming or social networking accounts and should not therefore give their personal contact details to pupils/students including e-mail, social networking, home or mobile telephone numbers.

Any exception for any reason must be agreed in writing both by senior management and parents/carers.

E-mail, text or social networking communications between a member of staff or volunteer and a pupil/student outside this Code and agreed protocols may lead to disciplinary and/or criminal investigations.

School e-mail and social networking accounts should only be used in accordance with the school's policy.

12. Private use of Social Networking, Personal Websites and Blogs by Staff and Volunteers while on School Premises or on Official Duty

School employees and volunteers must only access social networking websites for personal use (i.e. non-job related use) during work time in accordance with the school's policy. Access to some journals, blogs and social networking sites is permitted during work time for the purposes of undertaking job related duties only. School employees must act in the best interests of the school and not disclose personal data or information about any individual including pupils, members of staff, pupils, parents and professionals from external

This means that employees and volunteers should:

- *ensure that privacy settings are set at maximum on any social networking sites they use and that pupils/students and their parents/carers are never able to view the content or listed as approved contacts*
- *never use or access social networking sites of pupils or their parents/carers.*
- *not give their personal contact details to pupils/students*
- *only use equipment, e.g. mobile phones, provided by the school to communicate with children and their parents/carers, making sure that parents/carers have given permission for this form of communication to be used*
- *only make contact with children for professional reasons and in accordance with this Code and other school policies*
- *recognise that text messaging should only be used as part of an agreed protocol and when other forms of communication are not possible; and recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm*
- *not use internet or web-based communication channels to send personal messages to a child/young person*

This means that staff and volunteers should:

This means that staff will:

- *act in accordance with the school's Social Media and Internet Usage Policy.*

organisations. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about the school, pupils, staff, parents or professionals from external organisations.

Employees who wish to set up personal web forums, weblogs or 'blogs' must do so outside of work and not use school equipment for the purpose.

The school respects employees' and volunteers' rights to a private life. However, it must also ensure that confidentiality and its reputation are protected. Employees using social networking websites, web forums, weblogs or 'blogs' in their private life;

- must refrain from identifying themselves as working for the school in a way which has, or may have, the effect of bringing the school into disrepute.
- must not identify other school employees, children or young people.
- must not make any defamatory remarks about the school, pupils/students, staff or volunteers, parents/carers, associated professionals or contractors or conduct themselves in way that is detrimental to the school.
- disclose personal data or information about the school, pupils/students, staff or volunteers, parents/carers, associated professionals or contractors that could breach the Data Protection Act 1998, for example, posting photographs or images of pupils/students or colleagues.
- must not allow pupils/students or their parents/carers to access their personal social networking accounts and where they are contacted by a pupil or parent/carer, bring it to the attention of the Head teacher.

13. Social Contact

Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

There will be situations and occasions when there are social contacts between pupils/students and/or their parents/carers and staff, such as when a parent and teacher are part of the same family/personal network or social/recreational circle. Those circumstances will usually be easily recognised, openly acknowledged. Clarification should always be sought with a senior member of staff if unsure. Care should always be taken to maintain appropriate boundaries in line with your professional role.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with

This means that staff should:

- *have no secret social contact with students consider the appropriateness of the social contact according to their role and nature of their work*
- *always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme*
- *advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern*
- *report and record any situation, which they feel, might compromise the school or their own professional standing.*

senior leadership. If students do become aware of your gamer tag you must change it.

It is recognised that some members of staff may support a parent who may be in particular difficulty, for instance when initiating an Early Help assessment through the CAF process or supporting a parent who experiences difficulties in managing their child's behaviour or a personal crisis such as bereavement, domestic abuse or a relationship breakdown.

Care needs to be exercised in those situations where the parent comes to depend upon the member of staff for support outside their professional role. This situation should be discussed with senior management and where necessary referrals made to the appropriate support agency.

14. Sexual Contact

All members of staff and volunteers should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between a member of staff or volunteer with a child or young person under the age of 16 will be regarded as a criminal offence. Any sexual activity between a member of staff or volunteer with a pupil/student irrespective of the latter's age will always be a matter for disciplinary action and – if the pupil/student is 16 or 17 years old – may be regarded as a criminal offence.

Children and young people are protected by specific legal provisions regardless of whether the child or young person consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. 'Working Together to Safeguard Children' defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff and volunteers should be aware that consistently conferring inappropriate special attention and favour upon a pupil/student might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour

15. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it

This means that members of staff and volunteers should not:

- *have sexual relationships with children and young people*
- *have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact*
- *make sexual remarks to, or about, a child/young person*
- *discuss their own sexual relationships with or in the presence of children or young people*

This means that staff and volunteers should:

- *ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship*
- *take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.*

This means that staff should:

- *be aware that even well intentioned*

is crucial that they only do so in ways appropriate to their professional role.

When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless justification for this is part of a formally agreed plan (e.g. in relation to students with ASN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

If a student initiates physical contact this should be reported immediately to senior staff.

16. Physical Education and other activities which require physical contact.

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

17. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

18. Care, Control and Physical Intervention

The use of physical intervention should, where possible, be avoided.

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical

physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described

- *never touch a student in a way which may be considered indecent*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny.*

This means that staff should:

- *consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration.*
- *always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk*
- *be familiar with and follow recommended guidance and protocols*

This means that staff should:

- *not use force as a form of punishment*
- *try to defuse situations before they escalate*

This means that staff should:

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*

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- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*
- *Always report any instance to a senior member of staff*
- *Staff should act in accordance with the school policy on Physical Intervention*

force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions must be documented and reported.

19. Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. Staff and volunteers should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

20. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example removing wet/soiled clothing).

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

21. Personal Care

Children and young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard children and young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the pupils/students concerned and sensitive to the potential for embarrassment. Staff and volunteers need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils/students with whom they work.

When supervising children or young people who are in the course of dressing or undressing as part of curriculum activities such as sport, swimming, dance or drama; or while engaged in a residential visit, staff and volunteers need to seek a balance between safeguarding pupils/students, for instance by ensuring that bullying does not take place, while respecting pupils/students' entitlement to privacy when changing and in a state of undress. Staff should therefore

This means that staff should:

- *consider the way in which they offer comfort to a distressed student*
- *always tell a colleague when and how they offered comfort to a distressed student*
- *record situations which may give rise to concern.*

This means that staff should:

- *Staff should seek advice from a senior manager*
- *explain to the child what is happening*
- *consult with colleagues where a variation from agreed procedure is necessary*
- *record the justification for any variations to the agreed procedure and share this information with parents.*

This means that adults should:

- *avoid any physical contact when children are in a state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering*

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- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering*

This means that adults should not:

- *change in the same place as children*
- *shower or bathe with children*
- *assist with any personal care task which a child or young person can undertake by themselves*

announce their intention of entering a changing room or sleeping area, maintain a brisk and business like presence but avoid lingering in the room, looking at and any form of physical contact with a pupil/student while they are in a state of undress.

22. First Aid and Administration of Medication

Health and safety legislation places duties on all employers to ensure appropriate health and safety policies and equipment are in place and an appropriate person is appointed to take charge of first-aid arrangements. Any employee may volunteer to undertake this task but it is not a contractual requirement and appropriate training should be given before an individual takes on a role which may require administering first aid or medication.

Some pupils may need medication during school hours. In circumstances where children need medication regularly a health care plan should be drawn up to ensure the safety and protection of pupils/students and staff/volunteers. With the permission of parents, pupils/students should be encouraged to self-administer medication or treatment including, for example, any ointment, sun cream or use of inhalers.

If a member of staff or volunteer is concerned or uncertain about the amount or type of medication being given to a pupil/student, provided by a parent/carers or prescribed, this should be discussed with the appropriate senior colleague at the earliest opportunity. When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken. Parents should always be informed when first aid has been administered.

There should be due regard to current guidance.

23. One to One Situations

Staff and volunteers working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

There are occasions when managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the pupil/student and the individual member of staff or volunteer and any arrangements should be reviewed on a regular basis.

Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Headmaster or other senior colleague with delegated authority.

This means that staff and volunteers should:

- *adhere to the school's policy for administering first aid or medication*
- *comply with the necessary reporting requirements*
- *make other adults aware of the task being undertaken*
- *explain to the pupil/student what is happening.*
- *always act and be seen to act in the pupil/student's best interests*
- *report and record any administration of first aid or medication*
- *have regard to any health plan which is in place*
- *always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities*

This means that staff should:

- *avoid meetings with students in remote, secluded areas of the school*
- *work in accordance to the Lone Working Policy*
- *ensure there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the child/children involved.*

24. Home Visits

All work with pupils and parents should, wherever possible, be undertaken in the school or other recognised workplace. However, there are occasions when it is necessary to make one-off or regular home visits in response to urgent or specific situations.

In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard pupils/students and members of staff who work with them.

There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used. In these circumstances, a record must always be made of the circumstances and outcome of the home visit. Such records must always be available for scrutiny.

Under no circumstances should a member of staff or volunteer visit a pupil/student in their home outside agreed work arrangements or invite a pupil/student to their own home or that of a family member, colleague or friend. If, in an emergency, such a one-off arrangement is required, the member of staff or volunteer must have a prior discussion with a senior manager and the parents or carers and a clear justification for such an arrangement must be agreed and recorded.

This means that staff and volunteers should:

- *agree the purpose for any home visit with senior management, unless this is an acknowledged and integral part of their role, e.g. Parent Support Advisors, Home/School link workers*
- *adhere to agreed risk management strategies*
- *always make detailed records including times of arrival and departure and work undertaken*
- *ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate, action is taken*
- *never make a home visit outside agreed working arrangements*

25. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with an additional adult acting as an escort. If there is no alternative other than to transport a pupil in a private vehicle and without an escort then that pupil should sit in the rear of the vehicle. Wherever possible parents should be made aware that a pupil is being transported and permission gained from them. There may be occasions when a pupil/student requires transport in an emergency situation or where not to give a lift may place a pupil/student at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers. The driver must also have appropriate insurance.

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 and appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- *plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements*
- *ensure that they are alone with a child for the minimum time possible*
- *be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer*
- *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety*
- *take into account any specific needs that the child may have*

26. Educational Visits, Trips, Outings and After-School Activities

Staff and volunteers should take particular care when supervising pupils/students on trips and outings, where the setting is less formal than the usual workplace. Staff and volunteers remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements.

This means that staff and volunteers should:

- *always have another member of staff or volunteer present in out of workplace activities, unless otherwise agreed with a senior manager*
- *undertake risk assessments in line with the school's policy where applicable*
- *have written parental consent to the*

Pupils/students, staff, volunteers and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/pupil/student ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

27. Photography, Videos and other Creative Arts

Many school activities involve recording images.

These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Using images of children for the school's publicity purposes has already had the consent of parents through the Consent Form (see the Images Policy). Images should not be displayed on other websites, in publications or in a public place without additional consent.

These directives must be followed by all staff, in keeping with the KHS Images Policy.

28. Access to Inappropriate Images and Internet Use

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Staff and volunteers should not use equipment belonging to the school to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Staff and volunteers should ensure that pupils/students are not exposed to any inappropriate images or web links. The school and staff and volunteers working directly with pupils/students

activity

- *ensure that their behaviour remains professional at all times(see section 6)*
- *never share beds with pupils/students.*
- *not share bedrooms unless it involves a dormitory situation or is necessary in order to meet a child or children's specific needs; there is no practicable alternative; there are always at least two members of staff present; and the arrangements have been previously discussed with a senior manager, parents/carers and pupils/students unless the party is placed in the situation unexpectedly.*

This means that staff should:

- *adhere to the school Image Policy*
- *be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.*
- *ensure that all images are available for scrutiny in order to screen for acceptability*
- *be able to justify images of children in their possession.*
- *avoid making images in one to one situations.*

This means that staff should not:

- have images of students stored on personal cameras, devices or home computers.*
- *make images of students available on the internet, other than through the school network/website with permission from parents and senior staff.*

This means that adults should:

- *follow the school's guidance on the use of IT equipment*
- *ensure that children are not exposed to unsuitable material on the internet*
- *ensure that any films or material shown to pupils/students are age appropriate*

need to ensure that internet equipment used by pupils/students have the appropriate filters and restrictions to minimise the likelihood of access to inappropriate material. Staff and volunteers should ensure that their personal passwords are kept confidential and should educate pupils/students to do the same. Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

29. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied, e.g. drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on relationships and sex education and the wishes of parents. Parents have the right to withdraw their children from all or part of any relationships and sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

30. Public Interest Disclosure (Whistle blowing)

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. The school has a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Staff and volunteers who use the Public Interest Disclosure (Whistle Blowing) Policy should be made aware that their employment rights are protected. Staff and volunteers should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

31. Sharing Concerns and Recording Incidents

All members of staff and volunteers should be aware of the school's child protection and safeguarding procedures, including procedures for dealing with allegations against staff,

This means that staff and volunteers should:

- *have clear written lesson plans*
- *take care when encouraging pupils to use self-expression not to overstep personal and professional boundaries*
- *be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.*

This means that staff and volunteers should not:

- *enter into or encourage inappropriate discussions about sexual activity or any behaviours which may offend or harm others*
- *discuss aspects of their own personal and sexual relationships with pupils/students*

This means that staff and volunteers should:

- *report any behaviour by colleagues that raises concern regardless of source*

This means that adults should:

volunteers and other adults that work with pupils/students.

All allegations must be taken seriously and properly investigated in accordance with school and Warwickshire Safeguarding Children Board procedures and statutory guidance. Staff who are the subject of allegations are advised to contact their professional association or Trade Union.

In the event of any allegation being made to a member of staff or volunteer other than a member of the school leadership team, information should be clearly and promptly recorded and reported to the Head teacher/Principal without delay.

Adults should always feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils/students so that appropriate support can be provided or action can be taken.

It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of pupils/students.

- *be familiar with the school's system for recording concerns*
- *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 workplace*

32. Tutoring of School Pupils

32.1 Independent Tutoring

Teachers, who undertake tutoring on a self-employed basis should ensure that they do not tutor children from their own classes as this would be a conflict of interest. Teachers must also inform their Head teacher if they undertake tutoring of children within their school and always ensure they have the parents' / carers' consent. If the school has its own policy in relation to teachers undertaking independent tutoring, they should comply with the school policy.

32.2 One-to-One Tuition

The above paragraph does not apply where tutors employed by the Local Authority or a school are undertaking tuition under the one-to-one tuition programme, where pupils and tutors are identified by the school.

33. Professional behaviour

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action and in the case of a teacher's professional misconduct may lead to a referral to the National College of Teaching and Learning (NCTL). Serious safeguarding related allegations that are upheld will be referred to the Disclosure and Barring Service (DBS).

34. Criminal actions

School employees must inform the Head teacher (Chair of Governors if the employee is the Head teacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Head teacher/Principal or Chair will discuss the situation with the employee in the context of their role and responsibilities in order to help safeguard children, other employees at the school and the school's reputation.

35. Declaration of interests

An employee is required to declare any situation whereby a group or organisation they are associated with would be considered to be in conflict with the ethos of the school. Employees should also consider carefully whether they need to declare to the school their relationship with any individual(s) where this might cause a conflict with school activities. For example, a relationship with a Governor, another staff member or a contractor who provides services to the school.

Failure to make a relevant declaration of interests is a serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from the Head teacher or trade union.

All declarations, including nil returns, should be submitted in writing to the Head teacher on a school Register of Business Interests.

36. Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence. Where an employee who has claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be investigated as a potential allegation of gross misconduct and the employee may be dismissed and referred to the Police.

37. Other employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations. The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the Head teacher/Principal (Governing Body if the employee is the Head teacher) informed of their employment at other organisations.

38. Health and safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the Local Authority.

39. Use of alcohol and illegal drugs

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs. If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action (disciplinary/capability procedures), having considered factors such as the school or Local Authority's reputation and public confidence in the school and the employee.

40. Use of school premises, equipment & communication systems

School equipment and systems (phone, email and computers) are available only for school-related activities and should not be used for the fulfilment of another job or for personal use. This is unless authorised by the Head teacher (NB for the Head teacher this is the Chair of Governors); in case of an emergency, or where used for brief periods outside of working hours.

This includes photocopying facilities, stationery and premises. It also applies to access provided for remote use (e.g. hand held portable devices etc.) and to staff working outside of school premises and using their own IT equipment.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal.

Employees receiving inappropriate communication or material or who are unsure about whether something h/she proposes to do might breach this policy should seek advice from the Head teacher.

The school has the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses but also to ensure proper and effective use of systems. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Accredited Trade Union representatives can use school communication systems for the purposes of undertaking trade union duties and these will be treated as confidential.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action. Where appropriate the school should consider a system

of proxy access. Any school equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the Head teacher.