



## Code of Conduct – Confirmation St Mark's CofE Primary School



All members of staff and frequent volunteers will be asked to agree to this code of practice as part of their induction and on a yearly basis. They will be expected to abide by it at all times. It is important that adults conduct themselves in a way which minimises the risk of finding themselves the subject of a child protection or criminal allegation. It is also recognised that some aspects of this policy are more applicable to staff than to governors and frequent volunteers.

### All staff and volunteers should:

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions.
- Dress appropriately for your role.
- Avoid unnecessary physical contact with children when dealing with difficult circumstances. If physical contact is made:
  - to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be reported to the Head Teacher;
  - ensure you are aware of and understand the rules concerning physical restraint;
  - where it is essential for educational or safety reasons, gain pupil's permission for that contact wherever possible;
  - it should not be secretive; even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to:
  - accepting regular gifts from children
  - giving personal gifts to children
  - acting in a way that is, or may be perceived to be, grooming.
- Recognise their influence and not engage in activities out of school that might compromise their position within school.
- Not establish or seek to establish social contact with pupils outside of school. This includes:
  - communication with pupils in inappropriate ways, including personal e-mails and mobile telephones
  - passing your home address, personal phone numbers, e-mail address or other personal details to pupils/children
  - the transportation of pupils in your own vehicle without prior management approval
  - contact through social networking sites or other internet-based communications.
- Avoid volunteering to house children overnight (e.g. if they haven't been picked up by a parent). *Note this is different to your child having a sleepover with a friend who is also a pupil at the school.*
- Share any concern with the Head Teacher regarding sexual harassment or sexual violence (either between pupils or staff)

### All staff and volunteers should:

- Only use e-mail contact regarding pupils via the school's systems.
- Be careful about recording images of children and do this only when it is an approved educational activity, using school equipment. Explicit permission must be given by the head teacher where this is not possible. See the safeguarding policy for more information.
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy.
- Not access inappropriate material via the internet.
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of school activities etc.
- Never use a physical punishment of any kind.
- Act within the values and ethos of the school and its policies.

### Informing the Head Teacher - All staff, volunteers and governors should inform the Head Teacher if:

- There are any incidents or issues that might lead to concerns being raised about conduct towards a child or adult. This includes a 'low level' concern (see below).
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.
- You are concerned about the conduct of another adult (whistle blowing).

If a member of staff is the subject of concerns or allegations of a child-protection nature, they should contact their professional association or trade union for support.

### **What are low-level concerns?**

A low-level concern is any concern – no matter how small, and 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 or college may have acted in a way that:

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

'Low-level' concerns which 'could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Low-Level concerns should be reported to the leadership team using a Low Level Concern form.

For staff members, the staff handbook also gives further guidance about staff conduct. This is available from the office or on the IT System.

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