



Code of Conduct for Staff (A12): Interaction with Pupils Agreement

Introduction

This document provides instruction for adults working at Chafyn Grove (including staff, governors and volunteers) about acceptable and desirable *conduct* to **safeguard** both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- Safeguarding Policy.
- Whistle Blowing policy
- Health and Safety policy
- E-safety policy

In addition, all staff must read Part 1 of *Keeping Children Safe in Education*, September 2021 (Annex A) and must adhere to all other documents of employment.

Always remember that while you are caring for other people's children, you are in a position of **trust** and your responsibilities to them and the organisation must be uppermost in your mind at all times. The child's welfare is paramount (Children Act 1989). You are also representing the school and are expected to promote the school's interests and protect its reputation at all times, by adhering to the following:

- Do not discriminate favourably or unfavourably towards any pupils.
- Do not use or threaten any kind of physical punishment.
- Do not disclose confidential information belonging to the school to any person not authorised to receive it. Also ensure that any confidential or sensitive information is not left in an inappropriate place e.g. the photocopier.
- Do not leave your computer unattended without locking the screen first. Ensure the overhead projector is turned off when viewing sensitive material e.g. emails. Laptops must be stored securely when not in use.
- Do not tell anyone your password or login information.
- Do not smoke in front of any pupil.
- Do not accept 'friend' requests on Facebook from pupils (or past pupils) under the age of 18, or communicate with pupils via any type of social media. This includes after you have left the school's employment.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children or carry out their role within the school.
- Staff medication on the school premises must be out of reach of children at all times and should be stored securely or stored in the Matron's office.
- Do not behave in a way that may frighten or demean any pupil.
- Do not use any racist, sexist, discriminatory or offensive language to anyone in the Chafyn Grove community.

- Do not allow personal or political views to influence your professional conduct or conversation with pupils.
- Do not use equipment belonging to the school to access adult pornography. Neither should these images be brought into the workplace.
- Never invite a pupil into your home/car or arrange to see them outside school hours without express permission of parents.
- Do not engage in any sexual activity (this would include using sexualised language) with a pupil you meet through your duties or start a personal relationship with them – this would be **an abuse of trust**.
- Never let allegations made by a pupil go unchallenged, unrecorded or not acted upon.
- Do not rely upon *good nature* to protect you or believe “it could never happen to me.” (Never put yourself in a position that could be misinterpreted)
- Do not give pupils presents or personal items (unless an item given in your professional capacity, e.g. the custom of giving an end of year present).
- Do not take photographs of children on personal devices, or put images of pupils onto personal social media sites.

- You must be familiar with and work in accordance with the school’s policies, particularly Safeguarding, Behaviour, E-safety, Whistle-blowing and Health and Safety. **This also includes the new guidance and recommendations related to online learning and Covid 19.**
- You must complete Prevent Training as requested by the DSL.
- Remember that any data (this includes emails, letters, reports, schoolbase logs) you produce about a child, parent or member of staff can be viewed on request; this is in accordance with data protection laws.
- Provide a good example and be a positive role model to pupils. This includes appropriate dress, language and manners.
- Ensure that your relationship with pupils remains on a professional footing.
- You must behave in a mature, respectful, safe, fair and considered manner.
- You must ensure risk assessments are completed when transporting pupils. Also ensure that you have correct parental permissions and adult/pupil ratios, and that all children wear seatbelts or use car seats (when applicable).
- You must ensure any visiting speakers are vetted using the Prevent forms. These should also be used when you lead a school trip that involves someone speaking to the children.
- You must ensure that no guest or visiting speaker is given unsupervised access to the children. Ensure you follow the protocol for visitors to the school.
- You should exercise caution about being alone with a pupil. In situations where this is unavoidable, ensure another colleague or volunteer knows what you are doing and where you are. In any ‘online’ interaction on Teams (Office 365) with an individual, the meeting must be recorded.
- During online lessons, teachers should be the last to leave the meeting. They should insist all children hang up before them.
- You must treat children with respect and dignity, even in those circumstances where they display difficult or challenging behaviour

- You should ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt pupils to carry out personal care themselves and if they cannot manage, ask if they would like help.
- You must talk to pupils about their right to be kept safe from harm.
- Listen to pupils (be approachable) and take every opportunity to raise their self-esteem.
- Work as a team with your colleagues / volunteers. Agree with them what behaviour you expect from the pupils and be **consistent** in enforcing it.
- Remember that if you have to speak to a pupil about their behaviour, you are challenging 'what they did', not 'who they are' (*label the act, not the child*).
- You must report any safeguarding concerns to the designated member of staff (DSL) for safeguarding children, Amanda Maxwell, (or in her absence, Lynsey Hearsey, Jason Webster, Cathy Jones (EYFS)).
- You must be clear with anyone (including the child) disclosing any matter, that could concern the safety and wellbeing of a pupil, that you cannot guarantee to keep this information to yourself, (as per the safeguarding policy).

Agreed by Simon Head: September 2021

I confirm that I have read and understood the code of conduct for Chafyn Grove School and agree to abide by its contents:

Name _____

Signed: _____ **Date:** _____