



School Vision:

To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community

Safeguarding Children and Young People **Safe Working Practice Policy and Agreement**

Stanwell Fields C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is everyone's responsibility to ensure that pupils' are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community.

The staff code of conduct gives clarity to the measures needed to ensure that all employees and pupils can work within and enjoy being part of a safe and caring environment.

It is acknowledged that the vast majority of employees behave appropriately whilst working with our pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the head teacher and governing body.

Staff occasionally express uncertainty as to what is and is not acceptable and seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate*.

The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

Staff should always:

- Follow the Teachers' Professional Standards (Teachers)
- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Safeguarding & Child Protection, Behaviour, Physical Intervention, Anti Bullying, Equality, Health and Safety, Use of Images (photography and DVD), Disability Discrimination, E safety, Mobile Phone, Social Media, Anti-Radicalisation, Dress code.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils
- Observe other people's right to confidentiality (Unless you need to report something to the Headteacher or DSLs e.g. concerns about a child protection issue).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (eg for counseling, tuition, mentoring or other purpose).
- Use the Internet in a sensible and measured way
- **Consider the content that you post on social networking sites and consider the**

impact of being friends with parents of children at our school

- Dress in an appropriate manner as set out in the school's dress code
- Report incidences or actions of others that you feel threaten the welfare and security of any member of the school community
- Ensure that all CP issues are passed onto the DSLs immediately. These are: Colin Franklyn, Debbie Davis, Carol Leighton
- Ensure confidentiality about school matters and ensuring that school and pupils / staff information is only shared with the appropriate parties who need to know as part of the school's work
- Challenge a visitor or a member of staff in school if they are not wearing a Visitor's Badge
- Challenge staff or visitors if you see them using a mobile phone in the presence of children
- Use encrypted memory sticks only for saving any school related work

Report to the Head teacher / or in the case of an allegation concerning the Headteacher the Chair of Governors: (As soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures. E.g. Whistleblowing policy

You should never:

- **Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.**
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details e.g. text, email or telephone, except for agreed work purposes
- Make arrangements to contact, communicate or meet children outside of work.
- Develop 'personal' or sexual relationships with children.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature
- Give or receive (other than 'token') gifts, unless arranged through your line manager / Headteacher, for example, prize for winning a competition
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance (e.g. Business Insurance), using a mobile phone whilst driving, fail to use seatbelts and drive in an unsafe manner whilst transporting children.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.
- See children alone, behind closed doors
- Cover up the vision panels in the internal doors
- Allow children to be 'Friends' on social networking sites

- Carry or use mobile phones in the presence of any children
- Bring the school into disrepute!

The following policies also contain important information relating to this policy:

Safeguarding & Child Protection Policy
 Whistleblowing Policy
 Anti-Bullying Policy
 Health & Safety Policy
 Equalities Policy
 E-Safety Policy
 Mobile Phone
 Social Media
 Dress Code
 Using Images of Children Policy
 Internet use for Staff Agreement
 Touch and the use of Restrictive Intervention
 Intimate Care
 Drug and Alcohol Abuse Policy
 Teaching and Learning Policy
 Managing Allegations Against Staff
 Health & Safety
 Ending Bullying and Harassment
 Behaviour Policy

Please note *:

It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or inappropriate.

Agreement

I.....have read the school's policy on Safeguarding & Child Protection and Safe Working Practice Policy and Agreement and agree to abide by the Safe Working Practice guidance contained therein.

Signed..... Date

The Headteacher and Governors of Stanwell Fields C of E Primary School thank you for your support of the arrangements made for the safety and care of young people and adults in our school community.

.....
 Colin Franklyn
 Headteacher

Updated September 2016