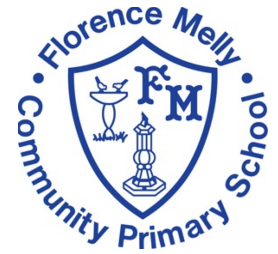


Florence Melly

Community Primary School

Inspiring, Learning & Achieving



Florence Melly Community Primary School

Safer Working Practices Code of Conduct

Ratified: January 2016

Ratified by: Governors

Review: January 2017

Florence Melly Community Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

All permanent staff, visitors and students are expected to adhere to this 'Code of Conduct' and are in receipt of section 1 of DfE's 'Guidance for "Keeping Children Safe In Education"' (July 2015) – to which they are legally, required to read. All staff are aware of their responsibility to escalate a concern to Careline – 0151 233 3700, if it is felt that
Mr Leach SO (Safeguarding officer)/Assistant Head – Mr K Heaton – Headteacher,
Miss A Robinson – Deputy Head or Mr J Mullin – Y4 Class Teacher have not responded appropriately.

This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

All visitors must sign in and wear the school's printed, photographic visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer. Only adults who present an enhanced DBS or a letter/number from their employer stating one is in place can work unsupervised with children. Key professionals including Social Workers, Ofsted, Police, Health Professionals and Educational Psychologists will only be required to present their photo ID as their employer will have ensured an enhanced DBS is in place.

Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.

Code of Conduct

- If you have any concerns that a child is being harmed, abused or neglected you must share your concerns with Mr A Leach (SO)/Assistant Head. If Mr Leach is unavailable please refer to Mr K Heaton – Headteacher, Miss A Robinson - Deputy Head or Mr J Mullin – Y4 Class Teacher.
- Using Florence Melly Community Primary Safe Guarding Procedures and forms (as appropriate)
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with Mr Heaton – Headteacher. Concerns regarding Mr Heaton should be directed to Rev Allen, Chair of Governors.

You should:

- Dress appropriate to your role ensuring that it is not likely to be viewed as offensive or revealing and is absent of any political or other contentious slogans or images.
- Act as an appropriate role model, treating others with respect and tolerance.

- Ensure gifts given or received are recorded and discussed with Mr A Leach – SO /Deputy Head. This does not include Christmas or end of term gifts. You should never discriminate favourably or unfavourably towards a child. When a prize is given, it must be made clear to the child and the class, that it is not a personal gift but part of the reward structure.
- Respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- Adhere to the school's policies, particularly those related to safeguarding, found within the red safeguarding ring binder located in the staff room, middle shelf, which include child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and E-safety (acceptable use policy).
- Report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations that may arise that sit outside this code of conduct to Mr Leach S.O, Mr K Heaton – Headteacher, Miss A Robinson - Deputy Head or Mr J Mullin – Y4 Class Teacher.
- Share with Mr Leach S.O, Mr K Heaton – Headteacher, Miss A Robinson - Deputy Head or Mr J Mullin – Y4 Class Teacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed.
- Inform Mr Leach S.O, Mr K Heaton – Headteacher, Miss A Robinson - Deputy Head or Mr J Mullin if you are concerned that a child, member of staff, member of the governing body or wider community is acting in a way that might indicate they are becoming involved in extremist or terrorist behaviour (in order to support vulnerability and PREVENT escalation)
- Use the inventory signing in and out system correctly. Ensuring you always sign out when leaving the premises and back in upon your return. You must sign in and out separately if you have different job roles and wear your identification badge at all times.

You should never:

- Log a colleague in or out of the inventory system, on their behalf. Disciplinary action may be taken if this is found to be the case.
- Behave in a manner which would lead any reasonable person to question your suitability to work with children and to question your motives or intentions.
- Make, encourage or ignore others making personal comments which scapegoat, demean or humiliate any member of the school community.
- Use your position to intimidate, bully, humiliate, coerce or undermine pupils or adults
- Develop 'personal' or sexual relationships with children and young people including making sexual remarks or having inappropriate sexual banter.
- Give personal contact details to pupils or communicate outside of school using social networking : Facebook, BBM, Moshi Monsters, email, text, Instagram, Snapchat, Twitter etc or meet a young person out of school unless part of a planned school activity. Letters for planned school activities (E.g. sport, local events) should be printed on Florence Melly Community Primary headed notepaper.
- Avoid contact with parents through social network sites and declare any friendships/relationships to Mr A Leach. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- Have conversations on social networking sites that make reference to Florence Melly Community Primary School, staff, children, parents and the Governing Body.
- Use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the staff, school shared drive. If for any reason photographs/films are being stored in an alternative place for editing / production purposes - please inform Mr A Leach. **You are responsible for and accountable for any content found upon school computers and iPads being used at home.**

- **Use your personal mobile phone in areas used by children. It should not be visible, during teaching time. (Permission should be sought from Mr Heaton - Headteacher, if there is a reason you are required to have your phone available in the classroom.)**
- Undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of Mr A Leach, or a member of the senior leadership team and in keeping with your particular responsibilities.
- Transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate business insurance. Any trips should be planned and appropriate measures in place – E.g. risk assessment. Unforeseen events should be reported to Mr Heaton – Headteacher or Ms Robinson –Deputy Head.
- Have physical contact with young people that might be misconstrued or considered indecent or harmful (safe hug should be used). Ensure you are always able to give an account of the reasons for physical contact or physical intervention.

I have read and been given a copy of section 1 of "Keeping Children Safe in Education" (July 2015), I understand I am required, legally, to read this document.

Name of person: _____

Job Title: _____

Signature: _____

Date: _____

Safeguarding Officer - Mr Leach 2016

The following person has read, agreed to and signed the Florence Melly Community Primary School "SAFER WORKING PRACTICES CODE OF CONDUCT" agreement and has been given a copy of section 1 of "Keeping Children Safe in Education" to which it has been made clear, reading it is a legal requirement.

Name of person: _____

Job Title: _____

Signature: _____

Safe Guarding Officer: _____

Date: _____

Safeguarding Officer - Mr Leach 2016