



STAFF CODE OF CONDUCT

Last Review:	June 2023
Committee:	PSW
Date Ratified:	15/06/2023

1. Scope of this Policy

- 1.1. This Code of Conduct applies to all people working at Oldfield School whether they be salaried, contracted or volunteers.

2. Introduction

- 2.1. The Governing Body has set out this Code of Conduct to help ensure that stakeholders have total trust and confidence in the integrity of Oldfield School's staff, governors and volunteers.

3. Overview

- 3.1. Oldfield School provides a safe and supportive environment to secure the well-being and very best outcomes for students.
- 3.2. This document clarifies 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 which behaviours should be avoided.
- 3.3. This Code of Conduct has been prepared to achieve three broad aims:
 - 3.3.1. To provide clear guidance to clarify the conduct expected of all staff working or volunteering for Oldfield School to ensure all staff work consistently together to safeguard and protect students' wellbeing.
 - 3.3.2. To inform staff about key obligations and guidance which govern conduct as an employee or volunteer of Oldfield School.
 - 3.3.3. To ensure staff minimise the risk of putting themselves in a vulnerable position (e.g. being subject to allegations of abuse or unprofessional conduct)
- 3.4. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures, including dismissal.

- 3.5. There may be times when professional judgement is used in situations not covered by this document. It is expected that in these circumstances staff will advise a senior colleague of their justification for any such action already taken or proposed.

4. Core Principles

- 4.1. The welfare of students is paramount.
- 4.2. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 4.3. Staff should work, and be seen to work, in an open and transparent way.
- 4.4. 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.
- 4.5. Records should be made, signed and dated of any such incident, and of decisions made and further actions agreed.
- 4.6. All staff should know the name of their designated safeguarding lead, deputy safeguarding leads, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.

5. Conduct Expected of All Staff

- 5.1. Staff should always promote the interests of the students and never act in a way which may adversely affect the reputation or standing of Oldfield School or any member of the school community (including staff, students and parents/carers).
- 5.2. Staff should dress smartly and present a professional image while working at or representing the school. This means:
- Members of staff are expected to dress appropriately with smart shoes, and ties should be worn with formal shirts.
 - Facial jewellery (except earrings or subtle nose piercings) is inappropriate and whilst the school respects the right for members of staff to have tattoos, they are not to be visible.
 - Casual wear (e.g. jeans) are inappropriate. Sportswear is only appropriate when teaching Physical Education.
- 5.3. Staff must be punctual at all times (in time to 'meet and greet' each class). Due consideration will be made for teachers who are peripatetic.
- 5.4. Staff should treat all students equally and make sure there is no discrimination, either favourably or unfavourably, towards any student. 'Special relationships' should never be formed with any student.
- 5.5. Staff should apply the same professional standards regardless of anyone's age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion, belief, preferred pronoun, gender or sexual orientation.

- 5.6. Off-duty hours are a personal matter. It is important, however, that at no time do staff put themselves in a position where their duty to Oldfield School and their private interests conflict.
- 5.7. Staff are expected to abide by school policies. Their own personal or political opinions must not interfere with the provisions of balanced professional advice or their duty to carry out those policies.
- 5.8. Staff must conform to the requirements of GDPR and the Data Protection Act and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur because of their actions. This includes information relating to School business and student data. Staff should ensure that they do not put any confidential information on a social media site about themselves, their colleagues, students or members of the public.
- 5.9. Staff must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.
- 5.10. Staff must not use information obtained in the course of their duties to the detriment of the school or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.
- 5.11. Confidential information belonging to Oldfield School must not be disclosed to any person not authorised to receive it.
- 5.12. Formal action will be taken against staff who make allegations on social media (even in their own time and from their own home) about other employees, students or other individuals connected with the school, or another organisation that would impact on the reputation of the school.
- 5.13. Staff are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the school. If staff do have another job it must not conflict with the School's interest or bring the School into disrepute. If staff have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained. A member of staff's working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed.
- 5.14. The School's property and facilities (e.g. ICT, physical resources, photocopiers, car park) may only be used for official School business unless permission for private/personal use has been granted by the Headteacher.
- 5.15. Where considered appropriate, records of telephone, email and letter communications should be made. If these are regarding a CP or safeguarding issue then these should be recorded on CPOMS.

5.16 Statutory, National and Local Obligations on Staff

Teaching staff must endeavour to be familiar with and adhere to all the obligations, terms and conditions set out in the following key documentation:

The latest Teachers' Standards. Each of the points below are expanded and clarified in the Teachers' Standards document available at

<https://www.gov.uk/government/publications/teachers-standards>

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional duties

5.17 Each employee is responsible for being familiar with all School policies, protocols, procedures and guidance including (this list is not exhaustive):

- Safeguarding Children and Child Protection Policy
- DfE Guidance for Safer Working Practice for Adults who Work with Children
- Keeping Children Safe in Education
- Online Safety Policy
- ICT policy
- Behaviour for Learning Policy
- Use of force to control/restrain pupils – Local Authority guidance.
- Safer Recruitment policy
- Whistle blowing policy
- Data Protection Policy
- Health and Safety Policy
- Academy Financial Regulations Policy

6. Safer Social Media Practice in Schools

6.1. All staff should ensure that they establish safe and responsible online behaviours, following the school's ICT and Online Safety policies which detail how new and emerging technologies may be used.

6.2. Communication with students both in the 'real' world and through web-based and telecommunication interactions should take place within explicit professional boundaries in line with *Safe Working Practices of Oldfield School* (see Appendix 2).

6.3. Staff should not request or respond to any personal information from students other than which may be necessary in their professional role. Staff should ensure that communications

are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

- 6.4. Staff should not give their personal contact details to students for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with staff then staff should not respond and must report the matter to their SLT link. The student will be informed that this is not acceptable by a member of SLT.
 - 6.5. Staff should be aware of the dangers of putting personal information onto social networking sites such as home address, home and mobile phone numbers.
 - 6.6. During the induction process all new staff will be asked to review their online presence to ensure that information available publicly about them is accurate and appropriate.
7. Staff and volunteers should not:
- Use school ICT equipment for personal use
 - Use their own mobile phones to contact pupils.

8. Access to inappropriate images and internet usage

- 8.1. Staff should ensure that pupils are not exposed to any inappropriate images or web links.
- 8.2. If indecent images of children are found, the police and local authority designated officer (LADO) must immediately be informed. There must be no attempt to investigate the matter or evaluate the material.
- 8.3. Where other unsuitable material is found, which may not be illegal but which raises concerns about that member of staff, the LADO must immediately be informed. There must be no attempt to investigate the matter or evaluate the material.

9. Online bullying of staff members

- 9.1. Online bullying is 'the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual'.
- 9.2. If online bullying does take place, staff should keep records signed and dated of the abuse, text, e-mails, website or instant message and should not delete texts or e-mails. Staff should take screen prints of messages or web pages and be careful to record the time, date and place of the site.
- 9.3. If online bullying occurs the member of staff may wish to seek the support of their trade union or professional association representatives or another colleague to support them through the process.

- 9.4. Staff are encouraged to report all incidents of online bullying to their line manager or the Headteacher. All such incidents will be taken seriously and will be dealt with in consideration of the wishes of the person who has reported the incident. This may involve reporting the matter to the police.

10. Monitoring and reviewing

10.1 This policy will be reviewed bi-annually by the Governing Body.

10.2 All staff must read this policy annually and complete Appendix 1 in acknowledgement that they have understood the School's expectations. These are collected and stored by the School's Designated Safeguarding Lead.

Appendix 1

Confirmation of receipt of the Code of Conduct for Staff Policy

Name: _____

Date of joining school: _____

Post: _____

Please tick to confirm -

I confirm that I have received and read the school's Code of Conduct for Staff Policy.

I have been made aware of the key obligations and guidance which govern my conduct as an employee or volunteer of Oldfield School and I understand what is expected in terms of my professional behaviour.

I have read and understood *Safe Working Practices for the Protection of Students and Staff and volunteers at Oldfield School* (Appendix 2)

Signature: _____

Date: _____

Please sign and return this form to the school's Business Manager: **Ishbel Tovey**

Appendix 2

Safe Working Practices for the Protection of Students and Staff and Volunteers at Oldfield School

1. Introduction

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

These guidelines apply to all adults working in Oldfield School whatever their position, role, or responsibilities. This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff and volunteers. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff and volunteers have to make decisions or take action in the best interest of the student/s which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge.

Where no specific guidance exists, staff and volunteers should always;

- 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;
- discuss any misunderstanding, accidents or threats with a senior leader;
- record, sign and date discussions and actions taken with their justifications.

2. Duty of Care

All staff and volunteers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. They 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, volunteers and students and behaviour that demonstrates integrity, maturity and good judgement. Individuals who accept a role that involves working with children and young people need to understand and acknowledge the responsibilities and trust inherent in that role.

Staff and volunteers should:

- understand their responsibilities outlined in this document 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.

Oldfield School SLT should ensure that:

- safeguarding procedures are in place and reviewed;
- systems are in place for concerns to be raised;
- adults are not placed in situations which render them particularly vulnerable.

3. Power and Positions of Trust

All adults working with students in education settings are in positions of trust in relation to the young people in their care. Relationships between adults in a school and students cannot be a relationship between equals. There is potential for exploitation and harm of young people; staff and volunteers therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff and volunteers should always maintain appropriate professionalism and, wherever possible, they should avoid behaviour which might be misinterpreted by others, and report, record and sign any incident that may have had this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, 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.

Staff and volunteers should not use their position to gain access to information for their own advantage or a student's or family's detriment or use their power to intimidate, threaten, coerce or undermine students.

4. Confidentiality

Members of staff and volunteers will have access to confidential information about students. Staff should never use this for their own or others' advantage. Information must never be used to intimidate, humiliate, or embarrass students.

Confidential information about students should never be shared casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be discussed anonymously.

There are some circumstances in which a member of staff or a volunteer 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 or a volunteer 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.

Staff and volunteers 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. Staff and volunteers:

- are expected to treat information they receive about students in a discreet and confidential manner;
- if 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.

5. Propriety and Behaviour

All staff and volunteers 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. An individual's behaviour, either in or out of the workplace, should not compromise her/his/their position within the work setting so it is important to exercise due care and attention when outside of the school environment. Membership of organisations whose goals are in conflict with the values and/or equality policies of the school is not acceptable.

6. Alcohol

Staff and volunteers should not drink alcohol with pupils in public or private places nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff and volunteers may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff and volunteers. However, generally, if a member of staff and volunteers finds themselves in a pub or other meeting place in which current pupils are drinking, the member of staff and volunteers should not join the pupils and may need to draw the attention of bar staff and volunteers to the age of the pupils.

It is difficult to determine exact regulations in this area; if a member of staff or a volunteer feels that there are exceptional reasons why the general restriction on drinking alcohol with students should not apply, they should discuss the matter with a senior member of staff. Staff and volunteers on a school trip should not drink alcohol. Staff and volunteers who are on duty during a residential trip should not drink alcohol.

7. Talking about sex and sexual relationships

Staff and volunteers should not make inappropriate remarks to students (including verbally, via email, text messages, phone or letters), discuss their own sexual relationships with or in the presence of students, discuss a student's sexual relationships in inappropriate settings or contexts or make (or encourage others to make) unprofessional personal comments in any form of communication.

8. Dress and Appearance

Staff and volunteers' clothes and appearance should be appropriate to their professional role. A smart and professional appearance is expected at all times for staff and volunteers who should ensure they are dressed decently, safely and appropriately, for the tasks they undertake.

Jewellery should not be ostentatious; facial jewellery (except subtle earrings) are inappropriate & whilst the school respects the right for members of staff and volunteers to have tattoos, attempts should be made to ensure that they are not be visible.

9. Gifts

Staff and volunteers should not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment. There are occasions when students or parents wish to pass small tokens of appreciation to staff and volunteers, 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 or volunteer concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact a member of SLT. Any member of staff and volunteer receiving gifts or entertainment valued at more than £100 must disclose this to SLT.

Members of staff and volunteers may not give personal gifts to students. It is acceptable for staff and volunteers to offer prizes of small value in certain tasks or competitions.

10. Infatuations

It is not uncommon for students to be strongly attracted to a member of staff or a volunteer and develop an infatuation. Staff and volunteers 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 and volunteers. A member of staff or volunteer who becomes aware that a student may be infatuated with themselves or a colleague should discuss 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.

Staff and volunteers should be mindful if they are alone in a room with a student to leave the door open where it is possible and appropriate to do so.

11. 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 and agreed with parents and senior leaders.

12. Communication with students (including the use of technology)

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives, or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text

communications between an adult and a student outside agreed protocols may lead to disciplinary or criminal investigations. This also includes communications through internet-based web sites, such as social networking, instant messaging or gaming.

Communication with ex-students who are over 18 is left to staff and volunteers' discretion, but staff should be conscious of the fact that ex-students may be in contact with current students.

13. Social Contact

Staff and volunteers should not establish or seek to establish social contact with students, or their families, 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 and volunteer should exercise professional judgement in making a response but should always discuss this with a senior leader. Staff and volunteers must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff and volunteers should have no secret social contact with students.

When social contact is part of a reward scheme or pastoral care programme then it should be agreed with a senior member of staff.

Staff and volunteers must advise senior leadership of any regular social contact they, or their colleagues, have with a student or parent that may give rise to concern and should record, sign and date any situation which might compromise the school or their own professional standing.

14. Social Networking Sites and Online Gaming

Staff and volunteers may use social networking sites for personal use. However, the school requires that the profile and/or photos of the member of staff and volunteers are 'locked down' as private, so that students or parents do not have access to personal data or images. Current or recent students must be denied access to staff's profiles and personal information, as this can lead to staff and volunteers being open to charges of professional misconduct.

If a student does gain access to the profile of a member of staff or volunteer by fraudulent means (impersonation or hacking), senior leadership should be informed immediately.

Where relationships exist between staff and volunteers and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff and volunteers do not compromise themselves or the school.

As soon as a member of staff or a volunteer becomes aware that they are in an online game with a student of Oldfield School, they should cease to play against that student and should not enter any games containing that player as part of the group.

Staff and volunteers should not give personal details such as home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leadership. If students do become aware of a staff or volunteer's gamer tag then it must be changed.

15. Physical Contact

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

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

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

Staff and volunteers should be aware that even well-intentioned physical contact may be misconstrued. They should never touch a student in a way which may be considered indecent and should always be prepared to explain their actions.

Oldfield School has a system in place for recording serious incidents and can provide staff and volunteers, on a "need to know" basis, with relevant information about vulnerable students in their care.

There may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff and volunteers 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 or a volunteer has a particular concern about the need to provide this type of care and reassurance they should seek further advice from a senior leader.

Staff and volunteers should consider the way in which they offer comfort to a distressed student, always tell a colleague when and how they offered this comfort, and record sign and date situations which may give rise to concern.

16. Physical Education and other activities which require physical contact

Some staff and volunteers, for example, those who teach PE and dance, or who offer music tuition, will on occasion 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 or instrument or assist them with an exercise. This should be done with the student's agreement.

Staff and volunteers should consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff and volunteers, or a less vulnerable student in the demonstration. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff and volunteers should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

17. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment. Staff and volunteers therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

Staff and volunteers should avoid any physical contact when students are in a state of undress. Where there are changing rooms, staff should supervise the room to ensure the behaviour and safety of the students. They should also ensure sensitive students are offered the opportunity to change privately.

Staff and volunteers should not change in the same place or shower with students.

18. Behaviour Management

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

Staff and volunteers should not use force as a form of punishment. They should try to defuse situations before they escalate, keeping parents informed of any sanctions and always adhering to the school's Behaviour for Learning Policy.

19. Care, Control and Physical Intervention

Staff and volunteers may legitimately intervene physically 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 and volunteers 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 force is likely to constitute a criminal offence. In all cases where physical intervention was deemed to be necessary, the incident and subsequent actions should be documented and reported to a member of the SLT.

Staff and volunteers should always seek to defuse situations and always use minimum force for the shortest period necessary.

20. Sexual Contact with Students

Any sexual behaviour by a member of staff or a volunteer with or towards a student is illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally 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.

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 conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

Staff and volunteers should not pursue sexual relationships with children and young people either in or out of school and should avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative.

21. One to One Situations

Staff and volunteers working in one-to-one situations with children and young people are more vulnerable to allegations and children are more vulnerable to abuse. 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 volunteers and students are met.

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

Staff and volunteers should:

- avoid meetings with students in remote, secluded areas of the school;
- ensure there is visual access and/or an open door in one-to-one situations;
- inform other staff and volunteers of the meeting beforehand, assessing the need to have them present or close by;
- avoid the use of 'engaged' or equivalent signs wherever possible because 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;
- always consider the needs and circumstances of the child/children involved.

22. Transporting Children

Wherever possible it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. **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.

Staff and volunteers should;

- agree travel arrangements with all parties in advance;
- ensure that they are alone with a child for the minimum time possible;
- report the nature of the journey, the route and expected time of arrival to either their line manager /member of SLT;
- log the journey undertaken on a Student Transport Form (Appendix 3) and return this to the main office within 24 hours of the journey. Additional copies of this form can be found in the reprographics room;
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety;
- take into account any specific needs that the child may have.

23.Extra-curricular activities

Staff and volunteers should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site, staff and volunteers remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Where out-of-school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and volunteers and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff and volunteers to keep colleagues/ employers aware of their whereabouts, especially when involved in an out-of-school activity.

Staff and volunteers should;

- always have another adult present in out-of-school activities, unless otherwise agreed with senior staff and volunteers in the school;
- undertake a risk assessment;
- have parental consent to the activity;
- ensure that their behaviour remains professional at all times.

24.Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet or soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

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 and volunteers should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

Staff and volunteers should:

- make other staff and volunteers aware of the task being undertaken;
- explain to the child what is happening;
- consult with colleagues where any variation from the agreed procedure or care plan is necessary;
- record sign and date the justification for any variations to the agreed procedure or care plan and share this information with parents.

25. 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 relates to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

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

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

Staff should be able to evidence their lesson planning and should not enter into, or encourage, inappropriate or offensive discussion about sexual activity.

26. 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 and volunteers 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. Images should not be displayed on other websites, in publications or in a public place without the consent of the people in the photographs.

There are no circumstances that justify adults possessing indecent images of children. Staff and volunteers 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 is illegal. This will lead to the individual being barred from working with children and young people.

Staff and volunteers should not use equipment belonging to the school to access any adult pornography; nor should personal equipment containing pornographic images be brought into the workplace. Were this to be done it would raise serious concerns about the suitability of the adult to continue to work with children.

Staff and volunteers should:

- be clear about the purpose of the photographic activity and about what will happen to the photographs when the activity is concluded;
- ensure that a senior member of staff is aware that the 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.

Staff and volunteers 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 or website with permission from the student, parents and senior teachers.

27. Internet Use

Accessing indecent images of children on the internet and making, storing or disseminating such material, is illegal and will lead to the individual being barred from working with children and young people. Using school equipment to access inappropriate or indecent material, including adult pornography, will lead to disciplinary action. Staff and volunteers should always maintain appropriate professional boundaries and avoid behaviour, during their use of the internet and other communication technologies, which might be misinterpreted by others. Any such incidents should be reported, recorded, signed and dated.

28. Whistleblowing

Whistleblowing is the mechanism by which staff and volunteers can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school's Public Interest Disclosure (Whistle Blowing) Policy. Staff and volunteers should be aware of their responsibility to bring matters of concern to the attention of senior leadership and, where relevant, external agencies. This is particularly important where the welfare of children may be at risk.

29. Sharing Concerns and Recording Incidents

All staff and volunteers should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff and volunteers. Staff and volunteers who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff or volunteer, the relevant information should be clearly and promptly recorded, dated and signed and reported to senior staff.

Members of staff or should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.

The full guidance can be found at <https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Appendix 3

Student Transport Form

Complete this form for any journey that is undertaken in a staff member's own vehicle whether this is due to a pre-arranged agreement (such as a school trip) or due to an emergency (e.g. parent unable to collect at the end of a school day). This form should be completed within 24 hours of the journey and submitted to the Main Office where it will be kept in the Student Travel Log.

Staff Member :
I confirm that I am willing to use my own vehicle for transporting young people. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving license and will ensure my vehicle is legal and roadworthy in all respects.
Signed:
Reason for Journey:
Date of Journey:
Line Manager Informed of the Journey:
Car Registration:

Insurance required: 'Use by the Policyholder in connection with the business of the Policyholder'.

Journey Undertaken :	
From :	To:
From :	To:

Permission Granted		Please circle one of the following :			
Name of Parent/Carer:	Date:	Email	Phone	Verbal	Letter

Students Involved :	Tutor Group

Log any concerns raised during the journey :

Return this form to the Main Office within 24 hours of the journey undertaken.