

Appendix 1 – Code of Conduct for All Employees / Volunteers within the Education Sector whose work brings them into contact with children



In all actions concerning children, the interest of the child is paramount.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. Holy Family Primary School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct is not intended to detract from the enriching experiences children gain from positive interaction with staff and volunteers within the education sector. It is intended to assist in respect of the complex issue of child abuse, by drawing attention to the areas of risk and by offering guidance on prudent conduct.

Safeguarding Pupils

All Staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding Team (Designated Teacher, Deputy Designated Teacher for Child Protection and the School Principal).

The School's Safeguarding Team is as follows:

Designated Teacher	Mrs Laura Gilchrist
Deputy Designated Teacher	Mrs Suzanne McKay
Member of the Safeguarding Team	Mrs Geraldine Sproule (Principal)

All Staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete Risk Assessments where appropriate in accordance with school policy.

At no time should any member of staff or school volunteer have their mobile in use through any part of the school day. This will be seen as a breach of the 'Code of Conduct' and will lead to disciplinary matters. Mobile phones should only be used during break and lunchtime whilst having break or lunch. If you undertake supervision duties mobile phones should not be in use.

Setting an Example

All staff and volunteers who work in Holy Family Primary School set examples of behaviour and conduct which can be copied by our pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.

All staff and volunteers must show empathy to all our children within our school.

All staff and volunteers must therefore demonstrate high standards of conduct in order to encourage our pupils to do the same.

Relationships and Attitudes

Staff should ensure that their relationships with pupils are appropriate to the age, maturity and gender of the pupil, taking care that their conduct does not give rise to comment or speculation.

Private Meetings with Pupils

It is recognised that there will be occasions when confidential meetings take place between teachers and pupils. As far as possible staff should conduct these meetings in a room with visual access, or with the door open.

Where such conditions cannot apply, staff are advised to ensure that another adult knows that the meeting is taking place.

Verbal Interaction

In accordance with the school ethos of showing respect and encouragement at all times, all verbal exchange in school shall be conducted in a calm and professional manner. Sarcastic, threatening or demeaning verbal interaction with any pupil or adult is not acceptable. Verbally humiliating or frightening pupils as a means of punishment is not acceptable. The use of humour can be helpful in defusing situations but the humour used must be understood and appropriate.

Favouritism and Grooming

Teaching and non-teaching staff are made aware that favouritism can be construed as grooming and teachers are advised to treat all pupils equally and with respect.

Pupils from Early years, through Key stages one and two will be offered curriculum-based activities and lessons to support them in awareness of what safe social interactions feel like and how they need to be tuned into their feelings so they can gauge when they may be in a risky situation.

Lessons will focus on promoting healthy interactions, positive relationships and independent self-care skills in children, and will enable teachers to alert children to the dangers of grooming and CSE in a way that respects their right to feel safe and that is appropriate to their age/stage of development.

Topics may include, touch which feels safe/unsafe, feeling safe, stranger awareness, recognising and assessing risk, and knowing how and where to get help. Teachers will be enabled through a range of resources appropriate to their age group.

Choice and Use of Teaching Materials

- Parental permission should be sought before using teaching materials of a sensitive nature.
- Teachers should avoid using teaching materials which might be misinterpreted.

- If in doubt about the appropriateness of a particular teaching material, the teacher should consult the Principal before using it.

Online safety and social media

Holy Family Primary school assists parents in their role in equipping pupils to stay safe online, and whole-school planning in this area is essential. The Levels of Progression for Using ICT include this statement: ***'Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.'***

E-safety is integrated across the curriculum at a level appropriate to each pupil. It is embedded across teaching and learning, not 'bolted on', to ensure that pupils have opportunities to develop their knowledge and understanding in this area. Member of staff (Mrs Gilchrist) is a trained CEOP officer and have provided support, resources and training to other members of staff through a cascade model. A whole school assembly on internet safety is led by the ICT coordinator every year. Information on net safety is made available to parents through curriculum meetings and the designated assembly. Each year group follows a set internet safety programme in line with each year group's experience of using ICT and the internet. This includes a whole school assembly based on the topic of internet safety.

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-safety and UICT Acceptable Use Policy at all times both inside and outside of work.

Staff and volunteers must not engage in inappropriate use of social network sites (Facebook, Twitter, Snapchat, Instagram, etc) which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should adopt suitably high security settings on any personal profiles they may have. Any requests from children of the school to become 'friends' should be reported to any member of the 'Safeguarding Team'.

If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.

Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Only occurring where parental consent has been given.

Handling Conversations of a Sensitive Nature

Staff should:

- Listen and accept information
- Take notes, explaining to the child why you are doing so (Notes of Concern)

- Reassure the child
- Not make promises about the future
- Refer the conversation to the Child Protection Team

Confidentiality

Members of staff and volunteers may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family for their own, or others' advantage.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis.

Where alleged abuse is suspected individuals have a duty to pass information on without delay, to those with designated child protection responsibilities.

Physical Contact

- Staff and volunteers should not feel inhibited from responding to the needs of the child and offering physical comfort as a caring parent would provide. However this should only occur when the child is in agreement.
- All touch should be governed by the age and developmental stage of the child.
- Staff and volunteers should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal as in any form of physical response to misbehaviour unless it is by way of necessary restraint.
- Staff or volunteers who have to administer first aid should ensure that wherever possible, that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.
- Any physical contact which is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- Staff and volunteers should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

Restraint

- Staff and volunteers can use reasonable force:
 1. To prevent injury to the child, other children, themselves or another member of staff

2. To prevent damage to school property
 3. To prevent the commission of an offence
- The rights of a member of staff or volunteer to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
 - Staff and volunteers should inform the Principal after any incident where reasonable force has been used.
 - There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

Lower Key Stage One

It may be necessary for staff to do things of a personal nature for these younger children in their care. Children may be upset and need to be comforted with a hug. They may have a toileting accident and need to have their clothes changed. To fail to do these things for a young child would be negligent.

In order to safeguard the child and protect, the following code of conduct will be adhered to at all times:

- Children will be encouraged to adjust clothing, etc, for themselves when using the toilet
- Only trained staff members will be permitted to accompany them to the toilet
- When taking a child/children to the toilet, the adult will inform another member of staff
- Children who wet their clothes after a toileting accident will be given clean replacements and encouraged to change themselves as much as possible
- If a child soils themselves, their previously given contacts will be telephoned in the order given to request that they are changed by a parent or another adult who has the parents' consent to clean and change the child
- In all toileting accidents, the child's parent/s will be informed by the class teacher, the classroom assistant or the school secretary
- Intimate Care Form to be completed by staff member and given to the Designated Child Protection Teacher (Mrs Gilchrist).

Primary 1

In the June preceding their child's enrolment to Primary 1, all parents are fully advised of the policy and procedures used when a child has to be cleaned or changed. Parents are then asked to sign an 'Intimate Care' contract which confirms that they understand and agree to the staff applying the outlined policy.

Conduct Outside of Work

All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of Holy Family Primary School or the staff/volunteers own reputation or the reputation of other members of the school community.

Dress and Appearance

All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

Staff and volunteers should dress in a manner that is not offensive or revealing.

At all times staff and volunteers need to use the supplied door access fob and neck strap that follows the child protection guidelines of our school.

Disciplinary Action

Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

Compliance

All Staff and volunteers must complete the form to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct of Holy Family Primary School.

Name

Position / Post Held

Signed

Date
