



St Charles Catholic Primary School

Code of Conduct

This Policy was adopted by The Governing Body of St Charles Catholic Primary School on:

Date: 8th March 2023

Signed by: L.Powell

Elizabeth Z. Powell

It will be reviewed annually

March 2024

Mission Statement

"Let all that you do be done in Love.

Love is made possible with respect." St Charles Borromeo

At St Charles' we pray, love and learn together as one school family, with Christ at our centre. We create and experience joy every day in our home, our school and our parish.

Vision

Children will leave St. Charles':

- With a love for learning.
- With Christ in their hearts.
- With outstanding manners.
- Showing care and respect for all.
- Having achieved their best.
- With a sense of pride and confidence.
- With a deep sense of responsibility.
- With life-long skills to enhance their future.

Values:

Everyone at St. Charles' will be:

- Compassionate
- Aspirational
- Determined
- Enthusiastic
- Humble
- Friendly
- Trustworthy

Introduction

This policy is a brief overview of behaviour we expect to see from all staff and adults working at St Charles Catholic Primary School. It should be read in conjunction with our Induction Policy and 'Guidance for Safer Working Practice for those working with young people in education settings.'

Underpinning Principles:

- Welfare of the children in our care is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- 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
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented / malicious allegations are extremely rare and all concerns should be reported and recorded
- Staff should discuss and / or take advice from the Headteacher if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any other substance including prescribed medication, which may affect their ability to care for the children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and / or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching and Leadership
- Staff should be aware of and understand the Safeguarding and Child protection Policy, and have read and understand 'Keeping children safe in education' document. Staff should also be familiar with the Whistle Blowing Policy and Local Safeguarding Children Board (LSCB), procedures.
- Staff and managers should continually monitor and review practice to ensure this guidance is followed

Responsibilities

Staff should:

- Understand responsibilities towards safeguarding
- Keep children safe and protect them from abuse, neglect and safeguarding concerns.
- Avoid any conduct which would lead any reasonable person to question their intentions
- Take responsibility for their own actions and behaviour

Leaders should:

- Promote a culture of openness and support
- Ensure systems are in place for concerns to be raised
- Ensure adults are not placed in situations which leave them vulnerable
- Ensure all adults are aware of expectations, policies and procedure

Leaders and Governors should:

- Ensure appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored.

Making professional judgements:

Staff should:

This means where no specific guidance exists staff should:

- Discuss circumstances that informed their action, or their proposed action with their line manager, or where appropriate, the school's designated safeguarding lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- Always discuss any misunderstanding, accidents or threats with the Head teacher or designated safeguarding lead
- Always record discussions and actions
- Record any areas of disagreement and if necessary refer to another agency

Power and positions of trust and authority

Staff should not:

- Use their position to gain access to information for their own advantage and / or pupil's or family's detriment
- Use their power to intimidate, threaten, coerce or undermine pupils
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature or may become so

Confidentiality

The storing and processing of personal information is governed by the Data Protection Act 1998. Employers should provide clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Staff should:

- Know the name of their Designated Safeguarding Lead (DSL) and be familiar with child protection, procedures and guidance

- Treat information they receive about pupils and families in a discreet and confidential manner
- Seek advice from a senior member of staff (DSL) if they are in any doubt about sharing information they hold or which has been requested of them
- Be clear about when information can / must be shared and in what circumstances
- Know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- Ensure where personal information is recorded using modern technologies that systems and devices are kept secure

Standards of behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of the children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

Staff should not:

- Behave in a manner which would lead to any reasonable person to question their suitability to work with children, or to act as an appropriate role model
- Make, or encourage others to make sexual remarks to, or about a pupil
- Use inappropriate language to, or in the presence of pupils
- Discuss their personal or sexual relationships with or in the presence of pupils
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such

Staff should:

- Be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives may impact on their work with children

Dress and appearance

Staff should select a manner of dress and appearance appropriate to their professional role and which may be different to that adopted in their personal life.

Staff should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory
- Is compliant with professional standards

Gifts, rewards, favouritism and exclusion

Staff should:

- Be aware of and understand their organisations relevant policies e.g. rewarding positive behaviour
- Ensure that gifts received or given in situations which may be misconstrued are declared and recorded
- Only give gifts to pupils as part of an agreed reward system

- Where giving gifts other than as above ensure that these are of insignificant value and given to all pupils equally
- Ensure that all selection processes of pupils are fair and these are undertaken and agreed by more than one member of staff
- Ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils

Infatuation and crushes

Staff should:

- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- Always maintain professional boundaries

Senior managers should:

- Put action plans where concerns are brought to their attention
- Social contact outside of the workplace:

Social Contact outside of the workplace

Staff should:

- Always approve any planned social contact with pupils or parents with senior colleagues
- Advise senior management of any regular social contact they have with a pupil which could give rise to concern
- Refrain from sending personal communication to pupils or parents, unless agreed with senior managers
- Inform senior management of any relationship with a parent where this extends beyond the usual parent / professional relationship
- Inform senior management of any arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring

Communication with children

Adults should:

- Not seek to communicate / make contact or respond to contact with pupils outside of the purpose of their work
- Not give out personal detail
- Use only equipment and internet services provided by the school or setting
- Follow the school's acceptable use policy
- Ensure that their use of technologies could not bring their employer into disrepute

Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children however it is crucial that they only do so in ways appropriate to their professional role.

Staff should:

- Be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- Never touch a pupil in a way which may be considered indecent
- Always be prepared to explain actions and accept physical contact be open to scrutiny
- Never indulge in horseplay or fun fights
- Always allow / encourage pupils, where able, to undertake self-care tasks independently
- Ensure the way they offer comfort to a distressed pupil is age appropriate
- Always tell a colleague when and how they offered comfort to a distressed pupil
- Establish the preferences of pupils
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- Always explain to the pupil the reason why contact is necessary and what form it will take
- Report and record situations which may give rise to concern
- Be aware of cultural or religious views about touching and be sensitive to issues of gender

Education settings should

- Ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior leaders
- Provide staff on a 'need to know' basis with relevant information about vulnerable children in their care

Other activities requiring physical contact

In certain curriculum activities, such as PE, staff may need to initiate some physical contact with children. For example to demonstrate a move or support a child.

Staff should

- Treat pupils with dignity and respect and avoid contact with intimate parts of the body
- Always explain to a pupil the reason why contact is necessary and what form it will take
- Seek consent of parents where a pupil is unable to give this e.g. a disability
- Consider alternatives where it is anticipated that a pupil may misinterpret any such contact
- Be familiar and follow recommended guidance and protocols
- Conduct activities where they can be seen by others
- Be aware of gender, cultural and religious issues that may need to be considered

School settings should:

- Have in place up to date guidance on appropriate physical guidance in order to promote safe practice
- Ensure staff are made aware of any guidance
- Intimate / personal care:

- Education settings should:
- Have written care plans in place for any pupil expected to require intimate care
- Ensure pupils are actively consulted about their own care plan

Intimate / Personal Care

Staff should:

- Adhere to school's intimate and personal care policy
- Make sure other staff are aware of the task being undertaken
- Always explain to the pupil what is happening
- Consult with colleagues if there is any variation from agreed procedure
- Record justifications for any variation and share this with parents / carers
- Avoid any visually intrusive behaviours
- Always consider supervision needs of pupils

Adults should not:

- Change or toilet in the presence or sight of pupils
- Shower with pupils
- Assist with intimate or personal care tasks if the pupil is perfectly able

Behaviour Management

Staff should:

- Not use force as a form of punishment
- Try to defuse situations before they escalate
- Keep parents informed of any sanctions or behaviour management techniques used
- Be mindful of and sensitive to factors both inside and outside of the school setting which may impact on a pupil's behaviour
- Follow the establishment's behaviour management policy
- Behave as a role model
- Avoid shouting at children other than as a warning in an emergency / safety situation

Sexual conduct

Any sexual behaviour by a member of staff with a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and any such incidents could be a matter of disciplinary and criminal investigation.

Staff should:

- Not have any form of sexual contact with a pupil from school
- Avoid any form of touch or comment which is, or may be considered to be indecent
- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation
- Not make sexual remarks to or about a pupil
- Not discuss sexual matters with or in the presence of pupils, other than in agreed curriculum content or as part of their recognised job role

- One to one situations
- Staff working in one to one situations with pupils at school, including visiting staff from external organisations can be more vulnerable to allegations or complaints

One to One situations

There are times within a school day, when staff are required to work with children on a one to one basis. In order to safeguard both staff and children staff should consider the following guideline:

Staff should:

- Ensure, where possible, there is visual access and / or open door in one to one situations
- Avoid use of 'engaged' or equivalent signs where possible
- Always report any situation where a pupil becomes distressed or angry
- Consider the needs and circumstances of the pupil involved

Home visits

All work with pupils and parents should usually be undertaken in the school. However there are occasions where it is necessary to make one-off or regular home visits.

Staff should:

- Agree the purpose for home visits with the Headteacher
- Adhere to risk management strategies as discussed with Headteacher
- Avoid unannounced visits where possible
- Ensure there is visual access and an open door in one to one situations where possible
- Always make detailed record including times of arrival and departure
- Ensure any behaviour or situation which is a concern is discussed with Headteacher

Transporting pupils

In certain situations staff or volunteers may be required to offer transport to pupils as part of their work. Lifts should never be offered unless the need has been agreed by the Headteacher.

Staff should:

- Plan and agree arrangements in advance, with all parties, where possible
- Respond sensitively and flexibly where any concerns arise
- Take into account any specific or additional need of the pupil
- Have appropriate road tax and insurance for the vehicle
- Ensure they are fit to drive and free from any drugs, alcohol or medicine likely to impair judgement or ability to drive
- Ensure that if they are alone with a pupil this is for the minimum time, and where possible not at all
- Be aware that the safety and welfare of the pupil is their responsibility until the child is passed over to the parent / carer

- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- Ensure behaviour and arrangements ensure vehicle passenger and driver safety. Including having proper and appropriate business insurance for the type of vehicle being driven
- Ensure any impromptu or emergency arrangements of lifts are recorded and can be justified

Educational Visits

Staff should

- Adhere to their organisation's educational visit guidance
- Always have another adult present on visits, unless otherwise agreed with Senior Leadership Team
- Undertake risk assessments before all trips
- Have parental consent to the activity
- Ensure that behaviour remains professional at all times
- Never share beds with a pupil or child
- Never share beds unless it involves a dormitory situation and the arrangements have been previously discussed with Headteacher, parents and pupils
- Refer to local and national guidelines for Educational Visits

First Aid and medication

All settings should have an adequate number of qualified first aiders. Parents should be informed when first aid has been administered.

School should:

- Ensure there are trained and named individuals to undertake first aid responsibilities including paediatric first aid if relevant
- Ensure training is regularly monitored and updated
- Refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions

Adults should:

- Adhere to the school or settings health and safety and supporting pupils with medical conditions policies
- Make other staff aware of the task being undertaken
- Have regard to pupils' individual healthcare plans
- Always ensure that an appropriate health / risk assessment is undertaken prior to undertaking certain activities
- Explain to the pupil what is happening
- Always act and be seen to act in the pupils best interest
- Make a record of all medications administered
- Not work with pupils whilst taking medication unless medical advice confirms they are able to do so

Photography, videos and images

At St Charles, many activities involve recording images. This may be for displays, publicity, or to provide evidence of an activity. Staff should not use their own personal equipment to take photos of pupils.

Staff should:

- Adhere to the school policy
- Only publish images of pupils where they have consent from parents / carers
- Only take images if the pupil is happy for them to do so
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in school
- Ensure Senior Leaders are aware that photography is being used and for what purpose
- Be able to justify images of pupils
- Avoid images in one to one situations

Adults should not:

- Take images of pupils for their personal use
- Display or distribute images of pupils unless they are sure that they have parental consent to do so
- Take images of children using personal equipment
- Take images of children in a state of undress / semi un-dress
- Take images of children which could be considered as indecent or sexual

Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed to inappropriate or indecent images.

Staff should:

- Abide by the establishments acceptable use and e safety policies
- Ensure children cannot be exposed to indecent or inappropriate images
- Ensure that any films or materials shown to children are age appropriate

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes as identified by the lesson plan.

Staff should:

- Have clear written lesson plans
- Take care when encouraging pupils to use self expression, not to overstep personal and professional boundaries
- Be able to justify curriculum materials and relate these to lesson plans

Adults should not:

- Enter into or encourage inappropriate discussions which may offend or harm others
- Attempt to influence or impose their personal values, attitudes or beliefs on pupils

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear or repercussion.

This means that school and settings should:

- Have a whistle blowing policy in place which is known to all
- Have, as part of their safeguarding and child protection policy, clear procedures for dealing with allegations against persons working in or behalf of the school or setting

This means that staff should:

- Report any behaviour by colleagues that raises concern
- Report allegations against staff and volunteers to their manager, or registered provider, or where they have concerns about the manager's response, report these directly to Designated Officer

Sharing concerns and reporting incidents

Staff should:

- Be familiar with their establishments arrangements for reporting and recording allegations
- Know how to contact the LADO / DO and Ofsted regulatory body if required to do so
- Take responsibility for recording any incident and pass on information where they have concerns about any matters

School should:

- Have an effective confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers