

**SALISBURY CATHEDRAL SCHOOL**



**SAFEGUARDING POLICY - PART B - Code of Conduct for Safe Practice**

**1. Introduction**

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance including:

- School Child Protection Policy
- School Behaviour Policy and Anti-Bullying Policy
- School Policy on Physical Restraint / Interventions

This policy is based upon the DfE document '**Guidance for Safer Working Practice for Adults who work with children and young people in educational settings' (March 2009)**, in which you can find useful examples of acceptable, and unacceptable conduct, together with discussion of the issues raised.

All adults working in this school should know the name of the Designated Child Protection (DCP) Teacher Mr Duncan Hodson (Assistant Head Pastoral), be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

**2. Basic Principles**

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegation of harm to pupils
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

**All staff, volunteers and visitors to the schools must:**

- Be familiar with and work in accordance with the school's policies including:
  - Safeguarding Policies Part A, B and C
  - Behaviour and Anti-Bullying Policies
  - Physical Restraint / Intervention
  - Internet Safety
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video
  - Whistle blowing
- Provide a good example and a positive role model to pupils

## A6 and E1 Safeguarding Children Part B

- Behave in a mature, respectful, safe, fair and considered manner. For example, staff must ensure that they
  - Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
  - Do not embarrass or humiliate children
  - Do not discriminate favourably or unfavourably towards any child. For example,
  - Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
  - Do not give or receive (other than token) gifts unless arranged through school
  - Ensure that relationships with pupils remain on a professional footing. For example, staff must:
  - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfE Guidance for Safe Practice referred to above)
  - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
  - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
  - Not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

### Further Examples of Inappropriate Behaviour by Staff:

- Transporting individual children
- Belittling, embarrassing or intimidating pupils
- Threatening pupils with unreasonable, illegal or overly severe punishments
- Blocking a child's way, or restricting his/her free movement
- Unnecessary or uninvited physical contact including horse play, sitting on, touching, or overly prolonged individual attention
- Repeatedly entering a pupil's personal space
- Favouritism or picking on pupils

### Reference Documents

- Safeguarding Children and Safer Recruitment in Education DfE Jan 2007
- School Policies Handbook
- LSCB Local Safeguarding Children Procedures
- Guidance for Safer Working Practice for Adults who work with children and young people in Educational Settings, DfE March 2009

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**Type of Policy:****Person Responsible for this policy:****Revised:****Last reviewed & approved by Governors:****Date of Next Review:****Governance and statutory****Governors, DCP, Assistant Head,  
Duncan Hodson****November 2011****17<sup>th</sup> June 2010, 21<sup>st</sup> September 2011****Lent Term 2012 (following CP Governor audit)**