



# **SAFEGUARDING** **CHILDREN AND STAFF** **POLICY 2021/22** **(Code of Conduct)**

Agreed by Local Academy Council :

Date for Review: September 2022

***Our purpose is to provide quality education for the whole child. We aim to provide a wide range of experiences so that all the children can achieve. We are a caring school committed to providing a happy, secure and stimulating environment, so all children can develop their full academic, physical, emotional and spiritual potential.***

## **Values and Vision at Churchtown Primary School**

### **RESPECT FOR ALL**

Churchtown is a school where we respect and value all individuals and are respectful of each others individual needs.

### **LOVE OF LEARNING**

At Churchtown creativity drives our love of learning. We believe that when learning is fun, purposeful, and when the voice and imagination of everyone is valued, we flourish.

### **FRIENDSHIP & FAMILY**

The Churchtown family provides a safe, secure & friendly environment, where we all feel like we belong. We are kind & caring and build friendly relationships.

### **FUN & HAPPINESS**

Churchtown is a school that nurtures positivity and happiness.

### **SKILLS FOR LIFE**

At Churchtown we foster independence, determination and perseverance to build skills for life, helping our children become confident and ambitious young people.

### **GROWTH & DEVELOPMENT**

Churchtown is a school where we encourage everyone to grow and be confident in their own abilities. We develop through hard work and co-operation in a caring, supportive environment.

### **COURAGE**

Churchtown is a school where we encourage everyone to show courage, grit and determination

## OVERVIEW

At Churchtown Primary School we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture; principles of respect, understanding rights and responsibility, fairness, tolerance and understanding of a safe school culture. This policy provides a guide for all adults working in Churchtown (including staff, Governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. This makes reference to and complements other policies and guidance at Churchtown including:

- Child Protection
- Behaviour
- Whistleblowing
- Equality
- Confidentiality
- Social Networking
- Acceptable Use of ICT
- Health and Safety
- Work/Life Balance
- Stress
- “Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings” published by DCSF
- “The Use of Force to Control or Restrain Pupils” published by DCSF
- Keeping Children Safe in Education published by DCSF

## OBJECTIVES

1. To safeguard pupils and protect staff
2. To provide a good example and a positive role model for pupils both in and out of school
3. To treat all pupils equally
4. To make explicit expectations of performance and conduct for staff to adhere to
5. To minimize opportunities for abuse
6. For all staff to have confidence to report concerns with full confidentiality
7. To respond promptly to concerns: we always investigate and address issues
8. To exercise appropriate sanctions
9. To create and maintain an ethos of mutual respect, openness and fairness

## STRATEGIES

- **All staff are expected to follow all the school’s policies stated above in all interactions in School.**

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly and staff should avoid shouting at pupils unless there is a health and safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with a member of the Leadership Team at the earliest opportunity.

- **All staff are expected to behave professionally and exercise confidentiality.**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual for work and for every meeting. They should be well prepared and should carry out tasks to the best of their ability, taking pride in their work and the school. All absence should be genuine.

Staff should exercise due confidentiality towards matters that are discussed or overheard in line with the school's Confidentiality policy.

- **All staff are expected to be dressed and present themselves to a professional standard**

Although a person's dress and appearance are matters of personal choice and self-expression, staff are expected to dress appropriately to their professional role. Teachers and support staff should set a good example in what they wear, avoiding clothing that can be deemed overly casual, revealing or offensive. Dress and general appearance should not incite, intimidate, break Health & Safety regulations or impede the ability to carry out our professional roles. As part of this, we ask:

### **Dress**

- Dress should remain professional and practical in the context of your role in school
- Staff are to wear their Identity badges at all times
- No blue denim should be worn
- During PE, staff are expected to wear tracksuits or other sporting clothing
- In hot weather, the need to be comfortable while teaching is recognised as important, but staff should consider if the items such as t-shirts, sleeveless tops or crop tops are sufficiently modest.

### **Footwear**

- Sports trainers should be worn in school when delivering PE
- For health & safety reasons, teaching staff are strongly advised not to wear open toe sandals or shoes that are completely backless. Flip flops are not acceptable footwear.
- Staff who work in workshops or kitchens are advised to wear appropriate footwear that meets HSE requirements
- Staff should consider the heel choice of footwear, including the suitability of the sole and heel height. Stilettos are not considered suitable footwear, potentially pose a risk towards other persons, and should not be worn in school.

Staff are not permitted to smoke or consume alcohol on the school premises. Staff must not smell of alcohol or tobacco, or be impaired in any way while on duty or in the presence of pupils.

Staff are expected, at all times, to set an example to pupils. As such staff are expected to use appropriate language, which does not include the use of swearing or vulgarities at any time.

- **All staff are expected to behave in a professional manner when accessing the internet on the school premises or at home**

### **Use of Facebook**

Staff - use in school should only be on staff's own personal mobiles or hand-held devices (not on school laptops or computers) and **only during break times**.

**Public comments on networking sites may be detrimental to the reputation and morale of the school and will result in possible disciplinary procedures.**

### **Email**

Emailing is used as one of the many ways we communicate with each other at Churchtown Primary School and is invaluable in such a large school however the system should be used responsibly and staff should always act in a professional manner when using the system ( Refer to the schools e-safety policy for further information).

**Members of staff should not feel obliged to reply to any emails sent to them in the evenings or at**

**weekends and equally staff should not expect a reply from colleagues outside school hours.**

Staff should only use their school email account for work related communication. A level of professionalism should be maintained at all times when communication via email.

### E-Safety

**Teaching and Support Staff are responsible for ensuring that:**

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- New and existing staff will receive regular training.
- They report any suspected misuse or problem to the ICT Subject Leaders / Leadership Team for investigation / action / sanction / logging. Sefton Incident Response Form to be referred to in the policy.
- Emails with pupils or parents should be on a professional level and sent through [office@churchtown.org.uk](mailto:office@churchtown.org.uk)
- E-safety issues are embedded in all aspects of the curriculum and other school activities.
- Pupils understand and follow the school e-safety and acceptable use policy.
- They monitor ICT activity in lessons, extra curricular and extended school activities
- They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Ensure that pupils do not access the internet during lunchtime or wet play times.

### **Use of Mobile Phones**

Staff should not use their own mobile phones to take photos of children in school.

- **All staff are expected to treat each other with respect.**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly and away from pupils and parents.

- **All staff should treat resources responsibly, and exercise due financial care.**

All staff have a responsibility to look after the resources of the school. This includes:

- Not wasting resources unnecessarily (including physical resources and those such as heat/electricity/water);
- Following the principles of 'reduce, re-use, recycle' where appropriate;
- Signing out for items borrowed for home use

All money handled should be clearly labelled and sent as soon as possible to the school office to be stored in the safe. No money should be stored anywhere else in school. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

- **All staff should ensure that their own safety is paramount when dealing with children on one-to-one basis**

When speaking to a child on a one-to-one basis, staff must ensure they hold this conversation in an open easily accessible area or with a door open. For this reason staff should refrain from blocking doors and windows of classrooms facing onto corridors or shared areas with signs, posters or children's work.

- **All staff should ensure that their own safety is paramount when undertaking a home visit**

Staff undertaking home visits as part of their job should always make sure they leave a timetable of their visits with the office staff before they leave school, undertake a visit with a colleague and also that they make contact with school after they have completed each individual home visit.

- **All staff should be aware of what physical contact with pupils is appropriate.**

Staff need to be aware that any contact however well intentioned may be misconstrued by the child, an observer or by anyone to whom this action is described.

They are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage 1. However, adults should not initiate any physical contact unnecessarily and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Children should not be encouraged to sit on an adult's lap, however we recognise that a younger child may request to sit on an adult's knee when distressed or hurt and view this as staff acting in 'Loco Parentis.'
- Children should be discouraged from hugging adults.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and/or position yourself within sight of the door, which should have a clear viewing panel or ask another adult to be present. Staff delivering 1:1 intervention programmes, where a quiet, distraction free environment is required, will ensure that the timings and content of any sessions are recorded and that such sessions are delivered in rooms within school that have a viewing panel set in the door.

#### **Physical restraint will only be used as a last resort**

Staff should only exercise physical restraint as a last resort to prevent injury and should if possible issue a warning to a pupil before doing so. If physical restraint has to be used, the Headteachers or Assistant Headteachers must be notified immediately. This incident will be recorded and the parents will be informed as soon as is practicable after the incident. Staff who need to deploy physical restraint to ensure a child's safety will access Team Teach Training and used only approved techniques

- **All staff should make suitable arrangements for parents to transport children to out-of-school events.**

As a rule, parents are encouraged to make arrangements for the transport of children to out of school events such as sporting activities. This should be clearly stipulated on letters sent out to parents.

- **Staff transporting children to out-of-school events.**

In certain situations, staff may agree to transport children to and from a venue, but staff must ensure that the children sit in the rear passenger seats only and check that the children have put the seat belts on correctly. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements, including the use of booster seats where appropriate. They should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. This will be recorded by the Educational Visits Co-ordinator and signed off by the Headteachers. The nature of the journey should be reported to the Leadership Team.

When transporting a child from an out-of-school event to home, staff must ensure that they are not left alone with a child and so must make alternative arrangements if this is likely to happen – (e.g. – returning the children in the car to one location i.e. school or a home.

- **All staff should take care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.**

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff 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. Parents must give written consent to their child taking part in an activity. On a residential or off site visit, staff must always have another adult present if they have to visit pupils' bedrooms or toilets. Only staff are allowed to supervise and monitor children in toilets.

- **Staff should seek to establish a good, open and honest relationship with parents**

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

- **All staff need to be aware of the policy and procedures for Safeguarding and Child Protection**

It is essential that all staff know the name of the Designated person for Child Protection in the school and know the procedures and the required forms to complete. It is their responsibility to deal with and report any concerns. They need to ensure they have regular training in Child Protection every three years.

- **All staff need to adhere to the school's Intimate Care guidelines**

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/soiled clothing). Parents of Nursery and Reception children will be asked for permission to allow the Nursery and Reception staff to help children change their clothing and clean them up if there has been a soiling issue. However this will be only carried out for accidents. Parents of children who regularly soil due to not being toilet trained or have a medical problem will be asked to help draw up a care plan for their child. 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 will ensure that another adult within the room is aware that they are assisting the child with their personal care. All parents whose children require this level of support will have read the school's policy on Intimate Care.

- **All staff need to be aware of how to record/report concerns ("whistleblowing")**

Where staff have any concerns about another member of staff, these should be reported immediately to a member of the Senior Management Team or directly to the Head or Deputy. These concerns should always be submitted in writing. Where the concern is about a member of the Senior Management Team, Head or Deputy, it should be reported to the next in line of authority. All concerns will be investigated thoroughly and confidentially, and appropriate action taken in line with the school's Whistle-blowing policy.

- **All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues**

Teaching staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

- **All staff should take care of their own physical and mental wellbeing.**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

- **All staff should have access to counselling and support**

Staff who need support are encouraged to discuss issues and concerns with a member of the Management Team in the first instance, and thereafter with the Leadership Team. Support can be provided internally (e.g. through the provision of a mentor) or externally through Sefton's Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is encouraged.

## **OUTCOMES**

By signing a copy of this code of conduct and adhering to this, staff should be assured that they are playing their part in safeguarding pupils and ensuring that they thrive in a safe and caring community such as Churchtown. Adherence to this policy will make staff feel confident that they are also protecting themselves and their own health and wellbeing.

## **REVIEW**

This policy will be reviewed annually by the Local Academy Council.