

Approved by the governing body on: 16th September 2020

Date of Review: FGB September 2021

Context of this policy

This code of conduct must be read in the context of the following policies and national guidance

- The standards for teachers
- Safeguarding policy
- Behaviour policy
- Whistleblowing policy
- Dignity at work policy
- Use of ICT policy
- Physical contact with children and young people

The code must also be read in the context of each employee's contract of employment

Aims of this policy

- To ensure that our behaviour as adults keeps students safe
- To promote a culture which prevents any kind of abuse of young people being perpetrated either in school or elsewhere

Scope of this policy

This policy applies to all adults who work in the school and any adult who takes on a temporary, volunteer or peripatetic role in the school.

Asterisked statements apply to teaching staff.

Aspects of professional conduct important for safeguarding

1. We are proactive in fulfilling our duty to safeguard young people. It is when we think that "it can't happen here" that something may happen.
2. We act *in loco parentis*, meaning we must act as a reasonable parent would act in a school setting.
3. We make the safety of students a priority when organising activities for them.

4. We make sure that interactions with students are appropriate to the students' age and gender. This applies to language used, topic of conversation, tone of voice and physical contact.
5. We keep an appropriate professional distance from students, while showing that we care.
6. We do not use personal social networking sites or other similar apps to contact students or have personal email or phone contact with them. All communication should be appropriate and only through the teacher's school email address.
7. We make sure that teaching materials are appropriate to the age, gender and maturity of students.
8. We use professional judgement when meeting one to one with students – always ask yourself whether a second adult should be present.
9. While the right to use physical restraint lies with the teacher, we always consider our training and experience before using physical restraint, working on the basis that it is best avoided.
10. We always report safeguarding disclosures from students promptly to the safeguarding lead and we never promise confidentiality to students.
11. We have a legal duty to report safeguarding concerns about colleagues to the head of school.
12. We keep confidential information confidential. We do not routinely share confidential information about students or the school using email, or in discussion in public places. We respect the privacy and dignity of others.
13. We ensure that our discussions about students are professional. We don't talk about a student in a way we wouldn't be suitable for them or their parents to hear; we don't talk about one student to another student or family.

This code of conduct is NOT exhaustive. Many of our policies and, of course, our contract of employment, require high professional standards of all adults who work in a school.

Always behave in a way that enables the two key aims of this policy to be met.