

Approved by the governing body on: 17th October 2018

Date of Review: FGB October 2019

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 restraint policy (part of the safeguarding policy)

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. Be proactive in fulfilling your duty to safeguard young people – it is when we think that “it can't happen here” that something will happen!
2. We act in loco parentis – this means we must act as a reasonable parent would act *in a school setting*. *
3. 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 you 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. The right to use physical restraint lies with the teacher – but we always consider our training and experience before using physical restraint ... and we remember 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. Remember that we have a legal duty to report safeguarding concerns about colleagues to the safeguarding lead or the head.
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. Respect privacy.
13. Make sure that your 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.