



**Heathfield Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We aim to ensure our school is an environment where everyone is safe, happy and treated with respect.**

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm. All staff have a duty of care to promote the health, safety and welfare of all members of the school community.

This working practice, clarifies the measures needed to ensure that all employees and pupils can work within and enjoy being part of a safe and caring environment.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

It is acknowledged that the vast majority of employees behave appropriately whilst working with pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, all adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Executive Headteacher and governing body.

The following is a code of appropriate conduct for all adults working in or on behalf of the Partnership, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

### **You should always:**

- Have a good understanding of the current: DfE "Keeping Children Safe in Education – Part One" (KCSIE) statutory guidance, Working Together to Safeguard Children document, and our school Safeguarding policies and procedures
- Report any safeguarding concern the schools' Designated Safeguarding Lead (Nikki Allman), Executive Headteacher or Head of Infant or Junior school *immediately*. Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect
- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Safeguarding, Positive Behaviour & Physical Intervention, Acceptable Use, and Whistleblowing (see list below)
- Treat pupils and others with dignity and respect, and behave in a mature, safe, fair and considered manner at all times
- Maintain high standards in your attendance and punctuality
- Provide a good example and 'positive role model' to the pupils and show tolerance and respect for the rights of others
- Observe proper boundaries with pupils that are appropriate to your professional position. Act in a fair and transparent way that would not lead anyone to reasonably assume you are not doing so
- Observe other people's right to confidentiality (unless you need to report to the Headteacher or Designated Safeguarding Lead any concerns on a child protection or safeguarding issue)
- Understand the statutory frameworks you must act within
- Adhere to the "Teachers' Standards" July 2011(updated July 2021)
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your line manager (e.g. for counselling, tuition, mentoring or other purpose).

If adults in school and pupils spend time on a one-to-one basis, ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place.

Staff should avoid contact with pupils outside of school hours where possible.

**Report to the Executive Headteacher (or in the case of an allegation concerning the Executive Headteacher to the Chair of Governors), or Head of school as soon as possible:**

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself
- Any spent or unspent conviction, caution, reprimand or warning which would appear on a DBS certificate but which occurred after your most recent DBS check
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures.  
**(See Whistleblowing policy for further info).**

**You should never:**

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other peoples' children
- Act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct outside of the school, including (**but not limited to**) relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating
- Use inappropriate or offensive language in school
- Discriminate either favourably or unfavourably towards any child
- Exchange personal contact details, text, email or telephone except for agreed work purposes using work IT, or make arrangements to contact, communicate or meet children outside of work. This includes social media profiles
- Use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content
- Use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils
- Use personal mobile phones or cameras to take images of pupils
- Post any images online that identify children who are pupils at the school without consent of the Head of School, the child and their parents
- Develop 'personal' or sexual relationships with children
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature
- Undermine fundamental British Values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Give or receive (other than 'token') gifts unless arranged through your Line Manager/Headteacher, for example, outgrown sports kit, football boots or uniform
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol
- Behave in an illegal or unsafe manner when transporting children (for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, failing to use seatbelts)
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so (for example, under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement).

## **Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children or having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language.

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures (to the DSL or Headteacher). If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

## **Confidentiality**

In the course of your role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report safeguarding concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our safeguarding policy.

## **Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff must not accept bribes. Gifts, other than token gifts, must be declared to the Executive Headteacher or Head of School.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience.

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

## **Dress code**

Staff will dress in a smart, professional manner, appropriate to the work they are doing. Clothes or tattoos will not display any offensive or political slogans.

## Alcohol in School Statement

When alcohol is being consumed on the school site, a member of staff will be appointed as a Designated Premises Supervisor and will be responsible for ensuring the following:

- No school pupil or anyone under the age of 18 is served alcohol
- No alcohol is served to anyone who appears intoxicated
- All alcoholic prizes will be given directly to an adult

In addition, parents donating alcohol will be advised not to send the alcohol into school with a child, but to give it straight to the school office.

On Residential School Trips, the leader of the journey will ensure the following:

- There are adequate (minimum of 4) adults “on duty” to deal with any of the children’s needs (emergency or otherwise) who **must not** consume alcohol on the date of their duty
- That any alcohol consumption is in moderation – all adults must be capable of making clear, rapid decisions at all times
- That alcohol is consumed in a place only occupied by adults.

I .....(FULL NAME) have read Heathfield Schools’ Partnership Safeguarding Children and Young People Safe Working Practice Agreement and agree to abide by the Safe Working Practice guidance contained therein.

**I have read the Heathfield Schools’ Partnership Safeguarding Policy and understand what I should do if I have a safeguarding concern about a child.**

**I have read Part One: Safeguarding information for all staff from the DfE Keeping Children Safe in Education: Statutory guidance for schools and colleges (September 2023) and understand its contents.**

**Signed..... Date.....**

This policy will be reviewed annually, but can be revised as needed. It is approved by the Executive Headteacher and full governing board.

The Executive Headteacher and Governors of Heathfield Schools’ Partnership will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

The Executive Headteacher and Governors of Heathfield Schools’ Partnership thank you for your support of the arrangements made for the safety and care of young people and adults in the school community.

This agreement should be read in conjunction with (but not exclusive to):

### **The DfE guidance -**

Keeping Children Safe in Education – Part One; Teachers’ Standards (teaching staff);  
Working Together to Safeguard Children

### **Heathfield Schools’ Partnership –**

Safeguarding Policy; Whistleblowing Policy; Acceptable Use Policy; Absence Policy; Health & Safety Policy; Equal Opportunities Policy; Medical Conditions Policy; Online Safety Policy; Intimate Care Policy; Relational Behaviour (Infant or Junior school) and Physical Intervention Policy; Anti Bullying Policy

### **And where relevant:**

Standards and Procedures for Club Providers  
Volunteer Policy; Visitors to the School guidance.