



# Parkview and Redwood Primary School Federation

## Code of Conduct for Staff and Volunteers

Incorporates:

- Code of Conduct for Safe Practice
- Annex A - School Policies
- Annex B - Declaration

## ***Parkview and Redwood Federation Code of Conduct for Safe Practice (Safeguarding Children in Education)***

Breaches of the measures contained within this policy may result in disciplinary action

In this document “staff” includes both paid staff and volunteers.

**All staff and volunteers are expected to follow procedures and policies as stated in:**

- Derby City Employee Code of Conduct
- School Policies (relevant to role) – available as a paper copy from the school office or online

**It is the duty of the staff to:**

- Familiarise themselves with school policies, guidance and practice
- Take note of updates to school policies, guidance and practice (when notified to do so)
- Notify management of breaches or problems with regard to school policies, guidance or practice.

### **Introduction**

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

- Behaviour
- Child Protection/Safeguarding
- Confidentiality
- Data Protection
- Health & Safety
- Intimate Care
- ICT Usage & Security
- Mobile Phone
- Safe use of the Internet & E-Safety
- Social Media
- Use of Reasonable Force
- Whistleblowing

This policy is based upon the DCSF document ‘Guidance for safer working practice for those working with children and young people in education settings (October 2015), which was adapted and updated by the Safer Recruitment Consortium in February 2022, in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in school should know the name of the Designated Leaders for Children Protection and Safeguarding in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

## **Basic principles**

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour, both within and outside of our schools, and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Headteacher or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender, sexuality, race, religion or background.
- All staff should be familiar with the school's child protection arrangements and understand their responsibilities to safeguard and protect children. Staff should read and sign to say they have understood Parkview & Redwood Federation's Safeguarding Policy.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **Duty of Care**

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement.

## **Absence Notification**

Where a staff member will be absent from work, they must notify their line manager personally. The only exception to this is if the person concerned is incapacitated, in which case a relative or friend should contact the office. Leaving a message on the school answer phone is not sufficient. Staff have a duty to ensure that their line manager and a member of the admin staff is aware of their absence.

## **Leave of Absence**

The federation has adopted all Derby City Council's Leave of Absence policies for teaching and non-teaching staff. Please see these policies for full guidance. Leave of absence may be granted, for example, where there are compassionate or urgent reasons. A leave of absence form (Forms link available on request) should be filled in beforehand (if possible). Any abuse of this system will be treated as a disciplinary matter. Non-teaching staff can accrue hours in certain circumstances, which can then be taken at another time, with the agreement of Headteacher/Business Manager.

## **Exercise of Professional Judgement**

There may be times when staff have to make decisions or take action in the best interests of the child, which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour, which is in the best interests, and welfare of the children in their charge and in so doing will be seen to be acting reasonably.

## Mobile Phones

- Staff must have their phones on 'silent' or switched off during class time
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made a senior member of staff aware of this and can have their phone in case of having to receive an emergency call
- Phones must not be used on school trips or visits outside of school unless there is an emergency situation and only then with the permission of the trip leader
- Use of phones must be limited to non-contact time when no children are present
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children
- Calls/ texts must be made/ received in private during non-contact time.
- A mobile phone will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency

## Power and Positions of Trust

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

## General Data Protection Regulations

As part of our compliance with The General Data Protection Regulations (May 2018), staff and school volunteers have access to appropriate resources to enable compliance with General Data Protection Regulation Regulations (GDPR) and data protection principles. The school will ensure that staff receive regular updates to continue to raise awareness of GDPR and will provide staff with specific training on processing personal data relevant to their individual day-to-day roles and responsibilities in accordance with its policies and procedures. The school and all staff have to be compliant with data protection regulations and be aware of the requirements, especially regarding handling of personal data. All staff must ensure that adequate security measures are in place when processing, storing and transporting information. Staff must be aware of day-to-day obligations to manage personal data and process it with due respect. Those with regular access to personal data to manage and update systems or to use the data must demonstrate and understand the requirement to be compliant with GDPR and to abide by the Data Protection and Records Retention and Disposal policies.

Staff must follow these principles:

- Pupil data must be stored securely, in line with school policy and data protection legislation
- School laptops, iPads and other equipment must not be used for personal purposes, or to store personal information. Passwords must be used, including any personal phones used to access emails. Memory sticks or external hard drives must not be used to transfer or store data, unless they are encrypted
- School iPads must not be taken off the premises and must be locked away safely when not in use.
- Pupil data must be stored securely, in line with school policy and data protection legislation
- User names and passwords, access codes, relating to the school must be kept confidential

## Confidentiality

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from the Headteacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Headteacher).

## **Propriety and Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. This includes the conduct of staff both in and out of school. Any concerns regarding the behaviour or conduct of staff which could bring the school into disrepute will be taken seriously and investigated in line with our Safeguarding policies.

## **Dress and Appearance**

Staff's dress and appearance are matters of personal choice and self-expression. However, **staff should wear smart clothing, which promotes a positive and professional image and is appropriate to their role.** Gym/sportswear should only be worn on PE days. Jeans (of any colour) are not considered as professional attire and should only be worn on trips/non-uniform days. Tattoos are a matter of personal choice and ordinarily do not need to be covered. However, staff should consider whether any images/wording may cause offence when deciding whether to keep tattoos covered.

## **Gifts**

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

## **Infatuations**

Staff should report any indications that a pupil may be infatuated with a member of staff.

## **Social Contact**

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Headteacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families. **See the Social Media Policy for further guidance.**

## **Physical Contact**

There are occasions (including supporting young children and those with SEND) when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate for their professional role.

## **Changing**

Staff supervision of children during changing should be appropriate to the needs and age of the children, concerned and sensitive to the potential for embarrassment.

## **Pupils in Distress**

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

## **Behaviour Management**

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Any incidents are dealt with in a **calm, reasonable manner without using raised voices**.

## **Care, Control and Physical Intervention**

Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/her self or others), it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.

## **One to One Situations**

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.

## **Transporting Children**

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured (including business insurance) and that the car is fitted with car seats in line with legislation if necessary.

## **Educational visits and after-school activities and clubs**

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements. The Educational Visits Co-ordinator should be consulted on all aspects of educational visits, including risk-assessments.

## **First Aid and Administration of Medicines**

Staff must adhere to the School's Health and Safety Policy and Administration of Medicines Policy.

## **Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Staff must read and understand their responsibilities towards pupils given in Redwood's Intimate Care Policy. Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

## **Curriculum**

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on Relationships and Sex Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

## **Photography, Videos and Other Creative Arts**

Staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. As a rule, staff will use school cameras and film recorders to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is necessary but should be transferred to school systems or deleted. Data protection regulations must be followed for all handling of personal data.

## **Driving at Work**

The use of your vehicle for school business is permitted under the following conditions:

- You have a current, full driving licence
- Your motor vehicle has a valid MOT certificate and is taxed
- You have a current valid motor vehicle insurance policy, including Business Use cover – Business Use is needed for all use of own vehicles during the school day, e.g. if driving to attend another school or a CPD event
- You or your insurers will bear all losses or damages to the vehicle arising from business use. Under no circumstances will the school accept liability for any of the risks covered by your private motor vehicle insurance, nor any consequential losses

## **Informing the school of any business or pecuniary interests**

All staff must declare any business or pecuniary interests on appointment and as and when they occur. Staff are also required to complete a declaration form on an annual basis.

## **Internet Use**

Staff must adhere to the federation's Data Protection Policy and Safe use of the Internet and E-Safety Policy.

## **Whistleblowing**

Staff must report any behaviour by colleagues that raises concerns, both within and outside of our schools. Our schools recognise that there are two levels of allegation/concern – allegations that may meet the harms threshold and allegations/concerns that do not meet the harms threshold, also known as 'low level concerns'. Please refer to the Safeguarding Policy for more details. The school's Whistleblowing Policy is available in the 'Staff' section of each school's website.

## **Sharing Concerns and Recording Incidents**

All staff should be aware of the federation's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

## **Extremism/Children at Risk of Exploitation/Female Genital Mutilation**

All staff have a duty to report to the Headteacher any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas, which could be used to legitimise terrorism. Staff must also report any concerns regarding children who are at risk of exploitation (eg county lines drug activity) or who may be at risk of Female Genital Mutilation.

### **Informing the school of any change in circumstances**

All staff are responsible for informing the Headteacher if there is any change in their circumstances, which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Staff Suitability Declaration (including information about other household members).

### **Access through School Gates & Entrances**

Entry codes for gates and entrances are given on the understanding that employees will keep this information secure and not revealed to anyone else.



## **Annex A**

### ***School Policies relevant to Roles in School***

School staff and governors can access all policies (see below) but the following lists details the key policies for the roles within school:

#### **Governors:**

All school policies.

#### **Teachers**

All school policies except those dealing with administrative processes and building upkeep and maintenance.

#### **Teaching Assistants**

All school policies except those dealing with administrative processes, building upkeep and maintenance and teaching (eg Teachers' Appraisal and Pay policies). Teaching Assistants are not expected to have knowledge of teaching and curriculum planning policies.

#### **Admin Staff**

All school policies except those dealing with teaching and building upkeep and maintenance.

#### **Premises Staff**

All school policies except those dealing with administrative processes and teaching.

#### **Midday Supervisors**

All school policies (including data protection) except those dealing with administrative processes, teaching and building upkeep and maintenance.

#### **Students**

Teaching and TA students are provided with information via their assigned mentor.

#### **Visitors**

Visitors in school have their attention drawn to an 'Information for Visitors' statement which gives basic information relating to child protection and health and safety.

**The main policies for staff to be familiar with are as follows:**

### **Safeguarding**

Parkview and Redwood Primary Federation recognises that we have an important role to play in multi-agency safeguarding arrangements. We are committed to safeguarding children and young people and expect everyone in our schools to share this commitment. This policy outlines Parkview and Redwood's child protection / safeguarding policy. It applies to all adults, including volunteers working in or on behalf of the setting.

### **Positive Behaviour and Relationships Policy**

The Positive Behaviour/Relationship Policy aims to develop attitudes, skills and behaviours, which foster positive interactions, facilitate good learning and equip pupils for life.

At Redwood, we have a positive approach to behaviour and always endeavour to praise and encourage children whenever possible to help build their self-esteem and confidence.

At Redwood we **SHINE**:

Show respect in everything we say and do

Hard-working and ready to learn

Independent and can be a team

Not afraid to make mistakes

Everyone matters

Parkview Primary School helps each of us be the best that we can be. We learn well, we behave brilliantly and we are happy.

### **Confidentiality Policy**

The Parkview and Redwood Federation recognise its legal duty under Section 175 Education Act 2002 to work with other agencies in safeguarding children and protecting them from "*significant harm*". The staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff will encourage parents and children to talk about any concerns or worries which may affect emotional health and well-being and educational progress and to see the school as a safe place.

### **Data Protection Policy**

Parkview and Redwood Federation is committed to complying with The General Data Protection Regulation (May 2018) and with the federation's Data Protection and Financial policies. The federation and all staff have to be compliant with data protection regulations and be aware of the requirements, especially regarding handling of personal data. All staff must ensure that adequate security measures are in place when processing, storing and transporting information. Any breach of personal data security needs to be reported to the school immediately.

### **ICT Usage and Security Policy**

The ICT Usage and Security Policy details points to be adhered to for use of computers and iPads, including use of personal devices. All staff must ensure that adequate security measures are in place when processing, storing and transporting information. If any member of staff uses a device without these safeguards in place it will be a disciplinary breach if data is unlawfully accessed by a third party.

## **Social Media Policy**

The Social Media Policy recognises the numerous benefits and opportunities, which a social media presence offers, and use of it is actively encouraged. However, there are risks associated with this use, especially round the issues of safeguarding, bullying and personal reputation. The policy aims to encourage the safe use of social media.

## **Mobile Phone Policy**

The Mobile Phone Policy details the use of mobile phones and personal devices in school and has been drawn up with the best interests of pupil safety and staff professionalism.

## **Health and Safety Policy**

The Health and Safety Policy aims to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of Derby City Council, which specifies required standards of health and safety.

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or Council and for drawing the school's attention to any equipment or situation, which could create a danger to themselves or others.

## **Food Policy**

Parkview and Redwood Federation is committed to giving all pupils consistent messages about all aspects of health to help them understand the impact of particular behaviours and encourage them to take responsibility for the choices they make. As an accredited healthy school, we promote health awareness and provide a valuable role model to pupils and their families with regard to food and healthy eating patterns.

## **Medicines Policy**

Staff are unable to administer medicines to pupils in school. Parents can come into school to administer medicine by arrangement with the school office or where children can self-medicate, the appropriate form needs to be completed and staff will supervise a child taking medication. None prescription medicines are not covered by the above arrangements and should not be brought into school. The exception to this is when an inhaler or epipen needs to be administered as an emergency to a child, in which case the procedure for this needs to be followed and only administered to children who have an appropriate medical condition and whose parents have already consented.

## **Use of Reasonable Force Policy**

The term reasonable force covers the broad range of actions than involve a degree of physical contact with pupils. In a school, force is used for two main purposes – to control pupils or to restrain them. All members of staff have a legal power to use reasonable force. The Headteacher must be informed of incidents where force has been used, as soon after the incident as possible.

## **Equal Opportunities Policy**

The Equal Opportunities Policy aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Discrimination on grounds of race, sex, disability, religion or belief, or sexual orientation is illegal. For the school community, discrimination is also unacceptable on any of the other

grounds referred to in the policy statement. Failure to comply with the policy will be fully and promptly investigated using the appropriate procedure

### **School Disciplinary and Dismissals (Derby LA) Policy**

It is expected that all staff maintain the highest standards of conduct when carrying out their duties.

The categories of possible disciplinary issues are given below although these are not exhaustive:

Personal conduct and responsibility

Health and safety

Theft, fraud and misappropriation

Time keeping, attendance and abuse of sickness scheme

Criminal offences

Use of e-mail, internet and related technology

Unauthorised disclosure of or access to information, breaches of confidence and abuse of authority.

### **Grievance and Collective Grievance (Derby LA) Policy**

The Grievance and Collective Grievance policy is designed to promote and maintain positive working relationships and aims to protect the interests of employees and the federation by ensuring all grievances are considered promptly, fairly and consistently. All employees have the right to express a grievance relating to their employment. These may be raised by an individual, a couple of individuals or collective where a group or groups of employees are affected by the same work related issue. Employees will not use the grievance procedure to challenge reasonable Headteacher actions or requests. All grievances should be dealt with informally wherever possible.

### **Accidents, Diseases and Dangerous Occurrences (Derby LA)**

The Policy aims to prevent accidents and incidents recurring by making sure hazards are dealt with quickly and to make sure the school meets its legal duty to report accidents, incidents and work-related disease. The school office keeps copies of all forms and documentation relating to this policy.

### **Leave of Absence Policies**

The federation has adopted the following Derby City Council policies:

- Leave and Time Off
- Compassionate/Urgent Leave
- Bereavement Leave
- Scheme for Teachers Leave of Absence
- Religion and Belief Regulations

The Leave of Absence Policies are for staff requiring an absence from school other than illness. The rules vary depending on the policy and cover leave such as family or dependant sickness, bereavement, carers or domestic crises and for leave required for medical/dental appointments for example where they cannot be arranged during school holidays. All leave will be approved at the discretion of the Headteacher.

### **Whistleblowing Policy**

Parkview and Redwood Federation is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that it will be appropriately considered and resolved. The type of behaviour or activity, which the federation considers should be dealt with under this policy, includes:

Manipulation of accounting records or funds

Inappropriate use of school assets or funds

Decision-making for personal gain

Any criminal activity

Abuse of position

Fraud or deceit

Serious breaches of school procedures, which may advantage a particular party (eg tampering with tender documentation, failure to register a personal interest)

### **Intimate Care Policy**

Parkview and Redwood Federation is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child and will be discussed with parents/carers on a regular basis.

### **School policies can be accessed in the following ways:**

- Those policies accessible to parents can be accessed via the school website (open access)
- All policies can be accessed via Governor Hub (governors only)
- All policies can be accessed via the school website staff section (password protected)
- Statements for visitors are part of the Entrysign signing in system

**Annex B**

## **Declaration**

**We believe that safeguarding children is everyone’s responsibility.**

**Parkview and Redwood Primary School Federation are committed to keeping our children safe from harm. Each school has designated safeguarding leads and they will always take action to protect a child and inform the relevant agencies.**

**All staff must follow the federation’s safeguarding and child protection policies and procedures.**

**All staff have a duty to report any safeguarding or child protection concerns to a designated person.**

**All staff should read the government documents “*Keeping Children Safe In Education*” and “*What To Do If You’re Worried a Child is Being Abused*”. Copies can be found on the shared document drive and on the Safeguarding section of the school website. Anyone who has concerns or is in doubt should refer immediately to the documents and follow the guidance.**

**I confirm that I have received, read, understood and agree to abide by the Parkview and Redwood Primary School Federation Code of Conduct for Staff and Volunteers.**

|               |  |             |  |
|---------------|--|-------------|--|
| <b>Name</b>   |  | <b>Post</b> |  |
| <b>Signed</b> |  | <b>Date</b> |  |

