



## Granby Primary School



**Safeguarding procedures for staff**

## Keeping children safe in education

Working alongside: 'Keeping children safe in education' Statutory guidance for schools and colleagues and our 'Child protection policy'

### Child Safeguarding Competences for staff and volunteers who work with Children

The following competences are necessary:

#### **Emotional Awareness**

- Aware of the range of emotions in self and others
- Demonstrates empathy for the concerns of others
- Listens to personal comments without becoming defensive
- In highly stressful situations, keeps own feelings in check, takes constructive action and calms others down
- Shows respect for others' feelings, views and circumstances

#### **Working within Professional Boundaries**

- Demonstrates professional courtesy
- Accepts responsibility and accountability for own work and can define the responsibilities of others
- Recognises the limits of own authority within the role
- Seeks and uses professional support appropriately
- Understands the principle of confidentiality

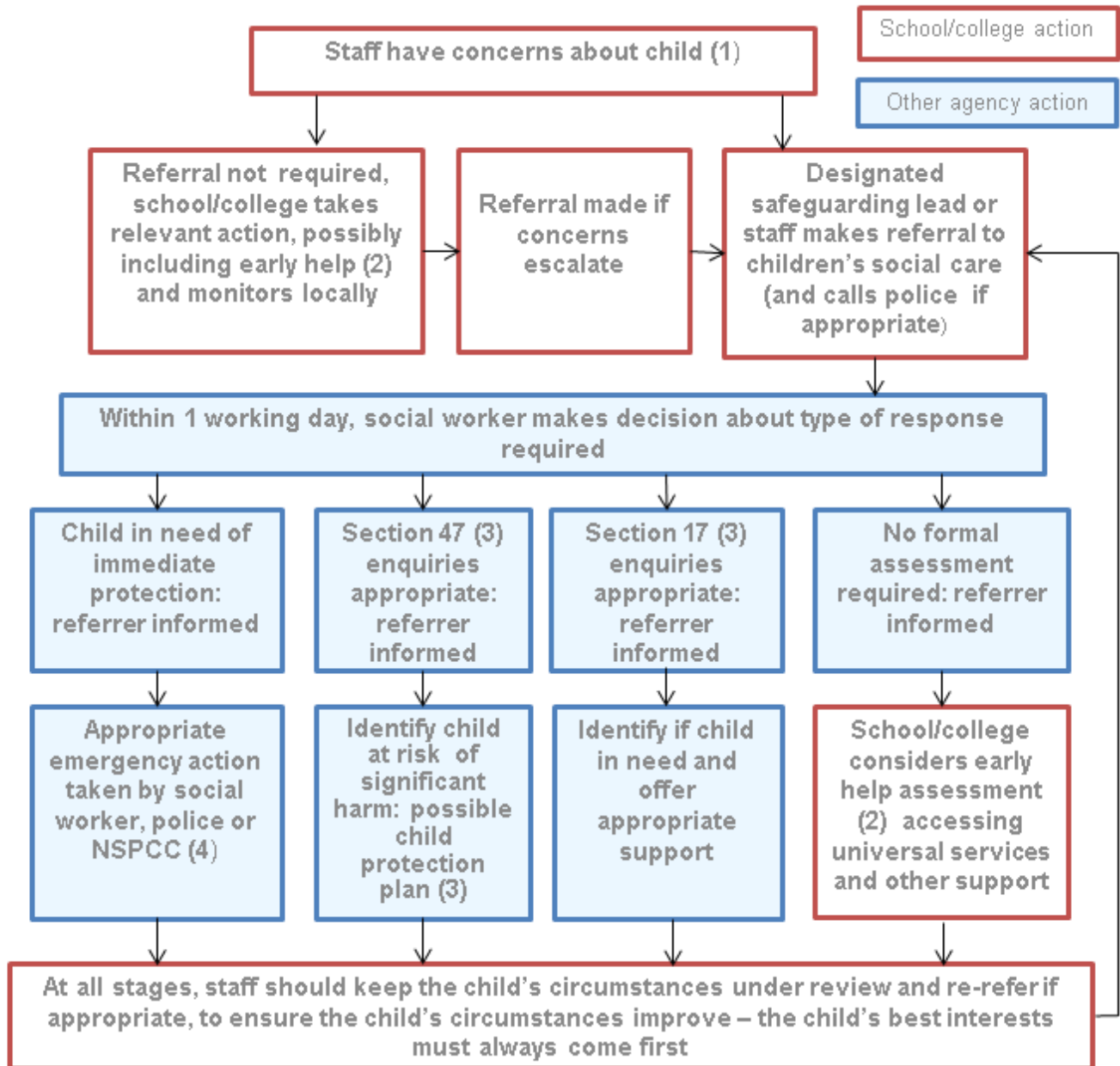
#### **Ability to Safeguard and promote the welfare of children**

- Appreciates the significance of safeguarding and interprets this accurately for all individual children whatever their life circumstances
- Has a good understanding of the safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children

Everyone in school has a duty to know what procedures to follow in order to protect children. It is the duty of the school to provide training, but it is also the duty of staff to ask if in any doubt.

Training will be provided at the beginning of each academic year. If you miss this training, please consult with the head teacher or deputy head.

## Actions where there are concerns about a child



**Please refer to our school's policy regarding safeguarding and child protection.**

### INCIDENT REPORTS

Please use CPOMS for any of the following:

1. Any incident when an adult has had to physically restrain or remove a child.
2. Any incident when one child injures (or attempts to injure) another. This should be done when a child's behaviour is giving cause for concern or is being monitored.
3. Any incident that causes disruption in a teaching area, assembly, etc. This will include children refusing to co-operate, leaving the room without permission, or using unsuitable language. This should be done when a child's behaviour is giving cause for concern or is being monitored.

If you have concerns about a child you must report your concerns to the Head Teacher or a Designated Member of Staff for Safeguarding Children (DSP) and a CPOMS entry made. **Any member of staff who has serious concerns regarding children's welfare should consult the Head Teacher immediately, or in his absence a DSP.**

## **Objective and Scope**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the '*Teachers' Standards 2011, updated 2013*' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct. A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.<sup>1</sup>

## **Core Principles**

- **The welfare of the children is paramount.**
- Staff are responsible for their own actions and behaviour and should seek to avoid any conduct that would lead any reasonable person to question their motivation or intentions.
- Staff should dress appropriately at all times for the tasks they undertake and ensure they promote a positive and professional image.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should not consume or be under the influence of alcohol or substances, including prescribed medication that may affect their ability to care for children.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
- Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Show tolerance of and respect for the rights of others
- Promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for teachers, acts of serious misconduct, prohibition from teaching by the National College of Teaching & Leadership (NCTL).
- Staff should be aware of and comply with the school's financial and administrative regulations and any other procedure manuals.
- Staff and managers should continually monitor and review practice to ensure this guidance is followed and should understand their responsibilities to safeguard and protect children.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.
- Records should be made of any incident and decision made or where further actions have been agreed, in accordance with school policies and confidentiality.
- All staff should know the school's Designated Safeguarding Lead and be familiar with local child protection arrangements, arrangements for managing allegations against staff, whistleblowing procedures and their Local Safeguarding Children Board (LSCB) procedures.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to teachers having an understanding of Teachers Standards, it is advised that all staff have read and are aware of the 'Guidance for safer working practice for those working with children and young people in education settings, October 2015'.<sup>2</sup>

### **Setting an Example**

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Granby Primary Disciplinary Procedure.
- All staff are expected to familiarise themselves and comply with all school policies and procedures.

### **Safeguarding Pupils**

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

This also includes staff having an awareness of **Female Genital Mutilation, Child Sexual Exploitation, Prevent Agenda and Child missing from education** as per **Keeping Children Safe in Education September 2016**.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's **Designated Safeguarding Lead for Child Protection & Safeguarding**.

Our schools DSL(s) are:

- Peter Fowler ~ Head teacher
- Dale Cross ~ Deputy
- Geraldine Murphy ~ Teacher
- Sue Foreman ~ Office Manager

Staff are provided with personal copies of the school's **Safeguarding and Child Protection Policy** and are aware of the **Whistleblowing policy**, which is available for all staff on the website – **all staff must be** familiar with these documents.

Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

### **Staff have read and understood Part 1 of Keeping Children Safe in Education September 2016**

Staff should be aware of and adopt the recommended procedures and best practice guidance outlined in the national **Guidance for Safer Working Practice for those working with children and young people in education settings** (October 2015).

Staff should be aware of the risks to children from **radicalisation** and being **drawn into terrorism** as outlined in the **Prevent Duty guidance**.

### Guidance for Safer Working Practice

- This document will be used to support the Code of Conduct and as such may be referred to in any disciplinary proceedings.
- Staff should read this document in conjunction with this code.

### Keeping Children Safe in Education

- This document sets out the statutory duties schools must follow and includes guidance on mandatory reporting requirements. **It is advised that this is read alongside Working Together to Safeguard Children.**
- Staff should ensure they understand and are familiar with their responsibilities and where this includes mandatory reporting expectations they understand their role any locally agreed procedures for reporting, such as informing the Designated Safeguarding Lead.
- Staff should be aware of the **personal reporting duty** with regard to **known cases of female genital mutilation (FGM)**. Supplementary to Keeping Children Safe in Education, staff can obtain further guidance in the **'Mandatory Reporting of Female Genital Mutilation - procedural information'** document.
- Staff should refer any concerns about another member of staff to the Head teacher, or if the concern is about the Head teacher to the Chair of Governors or equivalent.
- Staff should raise concerns of poor or unsafe practice or potential failures in safeguarding, using the school's whistleblowing policy.
- **Staff are aware of the Local Children's Safeguarding Board (LCSB)**
- The named **safeguarding Governors** are identified and displayed in the staffroom.

### Prevent Duty

- Under section 26 of the Counter-Terrorism and Security Act 2015, staff must have **'due regard to the need to prevent people from being drawn into terrorism'**
- Staff should refer any concerns regarding radicalisation to the school's Designated Safeguarding Lead or a senior member of staff, following the school's normal safeguarding procedures.
- **Relevant staff should understand when it is appropriate to make a referral to the Channel programme, a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.**
- Staff should ensure they have undertaken **Prevent awareness training**

### Relationships with pupils

Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections.

Relationships with pupils must be professional at all times, physical relationships with pupils are not permitted and may lead to a criminal conviction.

Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils. If contacted by a pupil by an inappropriate route, staff should report the contact to the Head teacher immediately.

### Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

### Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

**All staff must comply with the Bribery Act 2010.** A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. **If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.**

Gifts from suppliers or associates of the school must be declared to the Head teacher, with the exception of “one off” token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Gifts from individual staff members to pupils should only be part of the school’s rewards system and clearly outlined in school’s policy.

### Conduct outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual’s work performance in the school.

### Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil’s parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with their manager or the school’s Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil. Staff should never promise a pupil confidentiality or ‘keep a secret’.

### Dress and Appearance

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image

Staff should dress in a manner that is not offensive, revealing or sexually provocative

Staff should dress in a manner that is absent from political or other contentious slogans.

### Disciplinary Action

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

### Compliance

All staff must complete the form provided annually to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed, dated and then passed on to the head teacher.

## **Professional Responsibilities – When using any form of ICT, including the Internet, in school and outside school:**

### **E–Safety and Internet Use**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard must be given to the E–Safety and ICT Acceptable Use Policy at all times – inside and outside of work.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise extreme caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by ‘liking’ certain pages or posts established by others. **Under no circumstances should current pupils or ex–pupils be ‘friends’ on social media.** This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate.

Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school’s procedures on school equipment.

No comments, likes or shares should be made on social media that could damage the reputation of the children, staff or school.

#### **For your own protection, Granby Primary School advises that you:**

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies
- Do not talk about your professional role in any capacity when using social media such as Facebook, Twitter, Instagram and You Tube, et cetera
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera
- Do not disclose any passwords and ensure that personal data (such as data held on CPOMS) is kept secure and used appropriately
- Only take images of pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Ensure that your online activity, in school and outside school, will not bring the school or professional role into disrepute
- Your school e mails should be checked daily, as a minimum on working days or every other day if one day is particularly busy
- You have a duty to report any E Safety incident which may impact on you, your professionalism or the school to your DSL or SLT



## **Guidance on use of mobile devices**

Use of mobile phones and other mobile devices in early years settings and schools

This document replaces Mobile Devices section on page 34 of the eSafety and Data Security Guidance Policies for ICT Acceptable Use (CSF0137c )

Please refer to our Communications Policy

### **Staff - including lunchtime supervisors and volunteers**

Staff must be aware of the following issues in relation to the use of their mobile phones and other personally owned mobile devices.

- Staff must ensure they cannot be distracted from their work with children.
- Phones must be turned off and put away beyond use eg. in bags locked in cupboards or left in a specified drawer in the office.

Personal mobile devices must not be used around children. Photographs and video must only be taken on school issued devices.

- It is essential that staff do not put themselves at risk of allegations.
- Images and video of children must never be taken without having secured permission from the parent or carer.

School devices containing personal information, including photographs and videos of children, must not be taken off the premises, except with the explicit agreement of SLT in each and every case. Any images taken with permission are the property of the school and must only be used in relation to school business.

Staff must never contact a pupil or parent/carer using their personal device.

School owned devices for staff use must be secured away each night and must not be left unattended. Any loss or theft of school owned devices must be reported to the head teacher or equivalent immediately.

Any exception to the principles above must be specifically approved by the head teacher or equivalent on a case by case basis.

The school is not responsible for the loss, damage or theft of any personal mobile device.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

“Malicious communication” between any member of the school community is not allowed, eg text messages or online chat.

### **Children /Pupils**

Pupils are not allowed to bring personal mobile devices / phones to school, unless with prior permission from the head teacher.

Pupil owned technology can only be used for educational purposes where it is mutually agreed with the head teacher and parent/carer (bill payer.)

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

The school is not responsible for the loss, damage or theft of any personal mobile device.

## Acceptable Use

Schools and settings must ensure that staff adhere to their “Communications Policy” – which must be signed by staff, pupils, governors and parents – and that common sense is used at all times.

An example of the principles at Granby Primary are:

The school or setting allows staff to bring in personal mobile phones and devices for their own use during non-contact rest periods only.

During contact time personal devices must be switched off and put away beyond use in bags locked in cupboards or left in a specified drawer in the office.

Under no circumstances does the school allow a member of staff to contact a pupil or parent/carer using their personal device.

Under no circumstances does the school allow a member of staff to photograph or video children on their personal device.

School devices will only be used to take photos or videos, when appropriate, where parental permission is in place.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Where the school or setting provides mobile technologies such as phones, cameras, laptops and tablets for offsite visits and trips, only these devices must be used for any aspect of school business (eg contacting parents, taking photographs and videos.)

Where the school or setting provides mobile technologies such as phones, laptops and tablets for off-site school business, wherever possible these must not be taken home and must be stored in a secure location on school premises.

Staff must be mindful that photographs and video taken of colleagues during working hours must not be shared without permission of all those concerned and the head teacher or equivalent.

School SIM cards must only be used in school provided devices.

Personal use of school owned devices is prohibited unless specifically approved by the head teacher or equivalent.

**Any exception to the requirements above must be specifically approved by the head teacher or equivalent on a case by case basis.**