



SAFEGUARDING CODE OF CONDUCT FOR ALL STAFF

Introduction

This document makes clear the safeguarding code of conduct for all adults working in Adamsrill Primary School (including governors, volunteers and visitors). It makes clear what is acceptable and desirable in order to protect both pupils and adults. This document compliments all other policies and guidance in regards to Safeguarding, which all staff are expected to be familiar with.

All adults working in the school should know the name of the **Designated Safeguarding Lead** (*Deputy Head Teacher – Menawatee Tina Harracksingh; in her absence The Headteacher – Dr Increase Esoe*) in Adamsrill. All adults should be familiar with school and local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people.

Basic principles

- The child's welfare is paramount
- Adults working in this school are responsible for their own actions and behavior and should avoid any conduct which would lead any reasonable person to question their motives or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This could relate equally to pupils as well as adults.
- A record will be kept of any such incident and a decision made/further action agreed, in accordance with the school's recording keeping policy.
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

All staff, volunteers and visitors to the school must:

- Be familiar with and work in accordance with the school's policies including in particular:
 - Child Protection
 - Behaviour
 - Positive Handling
 - Internet Safety
 - Health and Safety
 - Use of Photography and Video
 - Whistleblowing
- Provide a good example and a positive role model to pupils - behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you;
 - Are not sarcastic, and do not make remarks about or make 'jokes' to pupils of a personal, sexist, racist, discriminatory, intimidating or otherwise offensive nature.
- Do not discriminate favorably or unfavorably towards any child. For example;
 - Treat all pupil equally
 - Do not give or receive (other than token) gifts unless arranged through school



- Ensure that your relationship with pupils remain on a professional footing. For example, you must;
- Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety
 - Although there are occasions when we may be alone in a room for a very good reason, we must be careful not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
 - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes email, text and other messaging systems)
 - Members of staff who are friends with parents of children attending the school **Must** declare this to the Headteacher.
 - Members of staff who tutor children attending Adamsrill or are childminders for children attending Adamsrill **Must** declare this information to the Headteacher.
 - Not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offenders Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity)
 - Home visits for new pupils or casual admissions must be done in pairs and never alone
 - Staff's own (personal) IT equipment **must not** be used in school and if in school must have password/codes. Children must not have access to staff's personal IT equipment or their content.
 - Staff must always be in control of their emotions during any conversations or any verbal exchanges between staff and staff or staff and pupils.

If any member of staff commits an offence after their DBS, it is their responsibility to declare that offence to the Headteacher. Failure to disclose may result in a disciplinary.

Reference documents:-

- [keeping-children-safe-in-education](#)
- [safeguarding-children-and-safer-recruitment-in-education](#)
- [Adamsrill Safeguarding Policy](#)
- [LSCB Local Safeguarding children procedures](#)

I have read and understood the above Code of Conduct and agree to abide by the Code in all dealings with children at Adamsrill Primary School.

Name

Signed

Date



Adamsrill Primary School

Appendix 1

Declaration of staff connection with the family of a child/children attending Adamsrill

Staff Name:	Child's name:	Class:
Job Title:		
Nature of relationship: <i>(Please describe the nature of your relationship with this child's family e.g. friends with mum/dad, childminder, tutor, etc)</i>		
Confidentiality/professionalism: I understand that I do not discuss school business with friends and that all school matters are confidential. I also understand that my relationships with all children and parents in the school community are guided by the school policies. I will maintain a professional stance at all times when dealing with matters of the school.		
Signature	Date:	



Adamsrill Primary School

Appendix 2

Declaration of an offence

Staff Name:		Class:
Job Title:		
Nature of Offence or conviction:		
Signature		Date: