

THE 'SAFEGUARDING STAFF AND PUPILS – STAFF CODE OF CONDUCT

Context

The staff of Iqra Academy are professionals who seek to provide a safe and supportive environment, which secures the well-being and the very best outcomes for all pupils in their care.

Underpinning Principles

- ☑ The welfare of the child is paramount.
- ☑ Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- ☑ 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.
- ☑ Appropriate written records should be kept of any such incidents/discussions and further actions (pastoral slips, incident log, child protection through named person).
- ☑ All staff should know the name of their designated persons for child protection.

Safe Working Practices

Whilst every attempt has been made to cover a wide range of situations, it must be recognised that the guidance below cannot cover all eventualities. There may be times when staff have to use their professional judgements, whilst remembering that at Iqra Academy we have a culture of openness and support. If you are unsure ask.

One to one situations

- ⚠ Limit the time when you are on your own with an individual pupil as this may make you more vulnerable to allegations. If 1 – 1 is required please ensure wherever possible you are in an area where you can be seen and see others and inform a colleague what you are doing.
- ⚠ A child, wherever possible, should not be left on his/her own, unattended.

Intimate care

- ⚠ All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assisting with toileting or removing wet/soiled clothing). When assistance is required staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Sexual contact

- ⚠ Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to incite that child to engage in or watch sexual activity.

Confidentiality

- ⚠ Staff are expected to treat information they receive about children in a discreet and confidential manner. If a member of staff is in doubt about sharing information they hold, they should seek advice from a member of the SLT.

Gifts and Sponsorship

- ⚠ There may be occasions when staff, children and parents wish to pass on small tokens of appreciation e.g. Christmas or as a thank you, which is perfectly acceptable. However, it is inappropriate to do so on a regular basis as this could be construed as a bribe or lead the giver to expect preferential treatment. In addition it is not appropriate to sponsor pupils in school, without prior consent from SLT (where permission may be given in exceptional circumstances).

Dress And Appearance

- ⚠ A person's dress and appearance are matters of professional choice and self-expression. However, staff should consider how appropriate their dress and appearance is to their professional role. Senior management may speak to staff if they feel dress is inappropriate. Shorts are not considered appropriate, unless teaching P.E/Games.

Social Contact

- ⚠ Staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. Staff should not give out personal details such as home/mobile phone number, home address and home or school e-mail address (other than the office/main school). Staff need to be aware of inappropriate contact and comments on social networking sites.

Physical Contact

- ⚠ There are times 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 response to a pupils needs at the time, be of limited duration and appropriate to their age, state of development, gender, ethnicity and background.

Behaviour Management

- ⚠ All pupils have a right to be treated with respect and dignity. It is not appropriate to humiliate a child. If behavioural difficulties are occurring regularly staff should inform a member of the management team.

Propriety and Behaviour

- ⚠ Staff should not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model. Staff should be aware that behaviour in their personal lives may impact upon their work with pupils.

Care, Control And Physical Intervention

- ⚠ Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property. However, staff should have regard to their own health and safety.

Transporting Pupils

- ⚠ Staff should not transport pupils in their private vehicles under any circumstances.
- ⚠ The academy mini bus must be used.
- ⚠ 2 members of staff must be present.
- ⚠ Seatbelts must be worn at all times.

Educational Visits And After-School Clubs

- ⚠ Staff should take particular care when supervising pupils in a less formal atmosphere of a residential setting or after school activity.

First Aid And Administration Of Medicines

- ⚠ Do not keep or administer medicines, unless the child needs medication regularly (e.g. inhalers) or has a health care plan (Epipen/Piriton users) and where you have had the required training. Do not apply sun cream.
- ⚠ Parents may come to the office to administer medicines to their child/ren.

Curriculum

- ⚠ Many areas of the curriculum can include or raise subject matter that is sexual or of a sensitive nature. Clear and careful planning is required and response to pupils' questions needs professional judgement. *Parents have the right to withdraw their child from all or part of any sex education provided (but not the biological aspects of human growth and reproduction required in the science curriculum).

Photography And Videos

- ⚠ Many academy activities involve recording images. Please ensure that parents have given their consent (list kept in office). In addition use an academy camera or video (not your own) and ask the Admin Team to print out pictures. Staff should remain sensitive to any child who appears uncomfortable and recognise that there is potential that the child has suffered previous abuse in this way. Any concerns should be reported.

Internet Use

- ⚠ Under no circumstances should adults in the academy access inappropriate images. If staff are aware of inappropriate material 'accidentally' located by themselves or pupils, they should inform the office manager immediately, in order for it to be blocked.

Whistleblowing

- ⚠ Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of SLT and/or relevant external agencies (see Whistleblowing Policy).

Sharing Concerns And Recording Incidents

- ⚠ All staff should be aware of the Child Protection Procedures (policy issued in induction pack and copy of 'teacher secure') and know the name of the academy's designated teacher for child protection. In the event of an incident occurring staff should clearly and promptly record and report it to the SLT. Members of staff are encouraged to talk to their line manager about any concerns or problems so that appropriate support can be provided and action taken.

Dissemination of the Policy

This policy will be given to all staff on appointment.

Declaration of Responsibility

This SMSC Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Named Governor

..... Signed Principal

Named Governor:	Emmerson Walgrove, Lay Chaplain
Monitoring the Policy:	Principal
Reporting to:	Governors (<i>LMP</i>)
Next Review Date:	January 2020