



STAFF CODE OF CONDUCT AND CONFIDENTIALITY POLICY

NON-STATUTORY

Governors' Committee Responsible: Student Support Committee
Date agreed by Governors: June 2015
Review Date: June 2018

1. AIMS

1.1 All adults who work in schools must act professionally and create an environment that secures the safety, well-being and trust of children and young people. This relies on effective interactions and good relationships between adults and children. People who work with children and young people can be vulnerable and this guidance and code of conduct provides a framework to ensure that we are all aware of appropriate, professional behaviour. It also gives clear advice on what could be considered to be unwise behaviour or even misconduct.

1.2 Guiding Principles

- The welfare of the child is paramount (Children Act 1989).
- Staff should work and be seen to work in an open and transparent way.
- Any incidents that cause concern must be recorded and records kept in accordance with school policies.
- All staff should know that our Designated Child Protection Officer is Natalie Hancock. Judith Jackson is also a designated Child Protection Teacher.
- Staff should be familiar with the Child Protection and Safeguarding Policy and the procedure for reporting concerns (these documents are both on the school's ICT shared area)
- Staff should understand their role in safeguarding and ensure that their training is updated every 3 years (2 years for designated teachers)

2. RESPONSIBILITIES

2.1 Confidentiality

Staff should not promise confidentiality. Students do not have the right to expect they will not be reported to their parents/carers and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. The safety, well-being and protection of the student is the paramount consideration in all decisions made about confidentiality.

Staff are not obliged to break confidentiality except in the case of child protection issues (see Child Protection Policy). However, at Chipping Norton School, we believe it is important for staff to share their concerns about student safety and well-being.

In the classroom during the course of a lesson ground rules need to be established if the nature of the lesson is such that sensitive information may be discussed. It should be made clear from the outset that if information is shared which is considered a child protection issue this information may be passed on to the designated Child Protection teacher.

2.2 Duty of Care

- When accepting a role that involves working with children all staff must accept the responsibilities and trust inherent in the role.
- Teachers have a duty of care to children and must always act and be seen to act in the child's best interest
- All staff whether paid or voluntary, have a duty to keep young people safe and protect them from physical and emotional harm. This is secured through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.
- The Health and Safety at Work Act 1974 requires employees to take care of themselves and anyone else who may be affected by their actions.
- There will be situations in which staff must make decisions or take actions where no guidance exists. Staff must always act to secure the best interests and welfare of children in their charge and will therefore be seen to be acting reasonably.
- A relationship between a student and a member of staff is not a relationship of equals. Staff have a responsibility to ensure that they do not use their power to intimidate, threaten, coerce or undermine students. They should not use their status or standing to form an inappropriate relationship with students.
- Staff should avoid behaviour or situations that could be misinterpreted by others and report and record any incident that they are concerned might be misinterpreted.
- When 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 that child. Further guidance is found in the Sexual Offences Act 2003.

2.3 Personal Conduct, Dress and Appearance

- All staff must adopt high standards of personal conduct in order to maintain the respect and confidence of colleagues, students, parents and the wider community. It is important to behave in a manner that does not lead anyone to question an individual's suitability to work with children or to act as a role model.
- Staff should ensure that their dress and appearance is appropriate to their professional role, which may be different from that adopted in their personal life. Staff should be dressed safely and appropriately so that appearance promotes a positive and professional image and does not render them vulnerable or open to criticism.
- Staff must not establish social contact with students outside of school to establish a friendship or to strengthen a relationship. Social contact can be misconstrued. Staff should report any situation that they feel could compromise themselves or the school to a senior member of staff.
- Staff should not give out personal details such as their home or mobile phone number, address or personal e-mail address. Staff and students may communicate on work related issues via school email addresses. It is unacceptable for staff to accept students as friends on social media sites.
- When physical contact is made with students it should be in response to needs at the time. A no touch approach is not always appropriate or practical in some circumstances. Staff must use their professional judgment at all time. Physical contact must never be secretive or represent an abuse of authority.
- Extra caution is required when it is known that a child has suffered from previous abuse or neglect. The child might associate physical contact with these circumstances and this may make staff vulnerable to allegations of abuse.
- Mobile phones and the use of the internet by students should be in accordance with the school's guidance on the safe use of ICT and is part of a code of conduct that is signed by parents and students as part of the Home School Agreement. All staff should be familiar with this document and ensure that students using ICT in lessons, accessing websites and using e-mails are closely monitored.

- Under no circumstance should staff access inappropriate images in school and should be aware that if an illegal act is committed through downloading, storing or disseminating inappropriate materials involving children they are likely to be barred from work with children and young people. Accessing inappropriate materials will be considered a very serious matter and a breach of professional standards.
- Staff should not reveal inappropriate details of their personal lives to students and should not invite students to become friends via texting, email or social networking sites. It is very important that staff are aware of the potential dangers of personal information being posted on social networking sites such as Facebook.

2.4 Specific Roles

2.4.1 Counsellors and Health Professionals

At Chipping Norton School we offer students the support of two school counsellors and a School Nurse. These services are confidential. No information is shared with school staff except as defined in the Child Protection and Safeguarding Policy. This is essential in order to maintain the trust needed for these services to meet the needs of students.

The school nurse can give confidential medical advice to students provided they are competent to do so and follow the Fraser Guidelines. They will encourage a student to discuss the issues with parents/carers, however the needs of the student are paramount and they will not insist that parents/carers are informed about advice/treatment given.

2.4.2 Visitors and non-teaching staff

At Chipping Norton School we expect all visitors and non-teaching staff to report any disclosures by students or parents/carers of a concerning nature to the DCPO, who will then decide on the action to be taken.

2.4.3 Parents/Carers

Chipping Norton School believes that it is essential to work in partnership with parents/carers and we endeavour to keep them informed about their child's progress and well-being. However, we also need to maintain a balance so that students feel able to share concerns and ask for help when they need it.

2.4.4 Governors

Governors are expected to follow the same procedures as school staff in respect of confidentiality.

2.5 Specific Tasks

2.5.1 Physical contact – staff who teach PE and DT or who offer music tuition will on occasions need to initiate physical contact with students in order to support the pupils to perform a task safely/appropriately. This must be done with the student's agreement and should be for the minimum time necessary. Students need privacy and respect when changing clothes or taking a shower but there needs to be an appropriate level of supervision to safeguard young people. Distressed students may need comfort and reassurance and this may involve age appropriate physical contact. Staff should remain self-aware at all times and ensure that contact is not threatening, intrusive or open to misinterpretation. Always ask a member of the leadership team if you are not sure what is appropriate.

2.5.2 Care, control and physical intervention

- The circumstances in which staff can intervene with a pupil are covered in both the 1996 Education Act and the 2006 Education Act. Staff may intervene to prevent a student
 - From committing a criminal offence
 - Injuring themselves or others
 - Causing damage to property
 - Engaging in behaviour prejudicial to good order and to maintain good order and discipline
- Staff must have regard to the health and safety of themselves and others. **In all situations where physical intervention is used, the incident and actions must be recorded.**
- Guidance on the use of force is non-statutory. There is no legal definition of when it is reasonable to use force. This will always depend upon the specific circumstances of individual cases.
- The degree of force used should always be the minimum needed to achieve the required result.
- Use of force must **never** be used to prevent trivial misbehaviour or as a form of punishment. It is unlawful to do so.

2.5.3 Educational visits, after school clubs and transporting students

- Staff should avoid meeting students in remote, secluded areas of the school and should ensure that they can be seen when they are seeing a child on their own, for example for extra help after school or in the lunch hour.
- Staff need to take particular care when supervising students in less formal situations such as after school activities, visits and residentials. It is important to make sure that the less formal situation does not lead to situations where behaviour is misinterpreted and an inappropriate relationship established.
- Where overnight stays are involved and boys and girls are going, it is important that staffing reflects the gender balance of the pupils. All trips should be organised in line with the Trips and Visits policy.
- There may be situations in which staff agree to transport children in their own vehicle. It is not advisable to transport a single child in a car unless there is no alternative. If a member of staff transports children in their car they must ensure that it is with the agreement of the parents. The car must be roadworthy and appropriately insured to include the transport of children as part of your daily job.
- No member of staff will be expected to use their own vehicle to transport children as part of school activities. The use of volunteer parents should be discussed with a senior member of staff and the same safeguarding applied.

2.5.4 First aid, Administration of Medication and Intimate Care

- The school has trained first aiders. Karen Robertson is the Senior First Aider.
- All PE staff are first aid trained and all staff are eligible to receive basic first aid training which is renewable every 3 years. Staff should be cautious about administering first aid and in general should send for trained staff. Wherever possible first aid should be administered with another adult present. Suitable records must be kept including accident forms if appropriate and parents informed as soon as possible. Always try to reassure students and explain what is happening to them.
- No medication can be kept or administered by staff. All medication must be sent to Reception or Heads of Year and administered from there by the child themselves.
- Staff organising school trips should make sure that a first aid trained staff member accompanies the trip and should check Local Authority guidelines to ensure that the member of staff has the required level of first aid training.

2.5.5 Photography, Videos and other Creative Arts

- Staff should not take, display or distribute images of children unless they have consent from parents or carers and the child to do so. This consent is sought in year seven or when the child starts at the school. The school does not wish to reduce the use of photographs or films of school events in display, publicity materials or items such as the newsletter, but the guidance included in this document should be adhered to. We seek consent from all parents.
- There is the potential for any images of children and young people to be used inappropriately. We must take every precaution to ensure that this does not happen, whilst still making sure that we use photographic and video records as a way of celebrating success and achievement.
- Staff should be aware that past experiences could make some children feel uncomfortable about being photographed or filmed, and should be sensitive to signs of discomfort and anxiety.

The following guidelines should be adhered to at Chipping Norton School:

- Some students are named, for example on displays of work with photographs. If the photograph is to be stored for further use, permission should be sought from parents and storage must be secure, the persons with access should be named and details held by the Headteacher.
- All staff must be particularly careful with material stored on school laptops. Staff should download all photographs taken on school trips and at events that include children to the network and not keep pictures on their own machines.
- Only people authorised by the Headteacher can have access to images stored on the school network.

2.6 Support for staff

When dealing with students' needs it may be that staff also need support. At Chipping Norton School we encourage staff to ask for help rather than harbouring worries about students. Staff should discuss any concerns with the DCPOs.

3. MONITORING AND EVALUATION

This policy will be reviewed biannually by the Governing Body and amended as necessary. Monitoring will take place as part of the Safeguarding report to the Local Authority and through discussion with the DCPO.

