

## Staff Code of Conduct

St. Mark's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this 'Code of Conduct' and the DFE's 'Working together to Safeguard Children (2018)' which is available on the school's website. Everyone must also read part one of 'Keeping children Safe in Education (DFE 2020)'.

This Code of Conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

It is a key principle of this Code of Conduct that everyone understands their responsibility to share without delay any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer (LADO - 0151 443 4311) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

### **Code of Conduct:**

- If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school's designated safeguarding lead (Headteacher) or if they are absent, another member of the school's leadership team (Deputy Headteacher). Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer.

### **You should:**

- dress appropriate to your role ensuring that clothing is not likely to be viewed as offensive or revealing and is absent of any political or other contentious slogans or images.
- act as an appropriate role model, treating all members of the school community with respect and tolerance.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school's policies, particularly those related to safeguarding - including child protection, behaviour, attendance, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable use policy).
- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manger if you feel your actions might have sat outside this Code of Conduct.

- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this Code of Conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.
- Consider the impact of any personal relationships in the workplace and ensure that professionalism is maintained at all times

**Never:**

- make, encourage or ignore others making personal comments which scapegoat, demean or humiliate any members of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community.
- develop 'personal' or sexual relationships with children and young people including making sexual remarks or having inappropriate sexual banter.
- engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- discriminate favourably or unfavourably towards a child.
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person unless part of a planned school activity with the knowledge of your Line Manager.
- have conversations, including those on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school. Avoid contact with parents through social network sites and declare any friendships/relationships to your Line Manager. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- use personal equipment to photograph children without proper authorisation (always use the school's equipment if available) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- use your personal mobile phone in areas used by children, unless permission has been sought by a senior teacher
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities.
- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey.
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required and only carried out by a trained member of staff using Team Teach.