

# Rutlish School



## CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF

This Policy was approved by the Personnel Committee

Date approved – October 2018

This guidance has been developed to protect the well-being of all members of the Rutlish community. It is not exhaustive and there may be times when members need to consult an appropriate adult for clarification.

All employees of the School should act in a professional manner and their conduct and behaviour should reflect that we are role models for our students.

This guidance should be read in conjunction with the following school policies and statutory guidance:

- Safeguarding and Child Protection
- Keeping Children Safe in Education
- Counter Terrorism and Security Act
- Whistleblowing
- Managing Allegations of Abuse against Staff.
- Health and Safety
- Data Protection and Information Sharing
- Equalities
- Behaviour for Learning
- Students with Medical Conditions
- Online safety policy, guidance and procedures

### Definitions

References made to 'student(s)', 'child' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all students, including those over the age of 18 years. 'Student' and 'child' should therefore be read to mean any young person at our establishment.

References made to adults and staff refer to all those who work with students in our establishment, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school e.g. Local Authority staff, sports coaches etc.

The term 'allegation' means where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates they pose a risk of harm to children

References made in this document to legislation and statutory guidance alter over time. However, the behavioural principles contained within the document remain consistent.

### Underpinning Principles:

- The welfare of our students is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of students.
- 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 work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their Line Manager if they have acted in a way which may give rise to concern.
- 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 any substance including prescribed medication, which may affect their ability to care for students.
- 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 acts of serious misconduct prohibition from teaching by an executive agency of the Department for Education, the Teaching Regulation Agency (TRA).

- Staff should be aware of and understand our safeguarding and child protection policy, the arrangements for managing allegations against staff, our staff code of conduct, behaviour for learning policy and whistleblowing procedures.

### Duty of Care

All staff have an absolute duty to promote and safeguard the welfare of students in the school, and to take appropriate action where they consider a student may be at risk of suffering harm.

*This means that staff should:*

- *understand the responsibilities which are part of their employment or role*
- *always act, and be seen to act, in the student's best interest*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

### Safeguarding

Staff are bound by legislation which protects all young people. All staff must read and follow the Rutlish School Safeguarding and Child Protection Policy and Procedures and Keeping Children Safe in Education 2018 & AnnexA.

### Making Professional Judgements

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a student which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the students in their charge and, in doing so, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager.

Staff should always consider whether their actions are warranted, proportionate, and safe and applied equitably.

*This means that where no specific guidance exists staff should:*

- *discuss the circumstances that informed their action, or their proposed action, with their Line Manager or, where appropriate the Designated Safeguarding Lead. This will help to ensure that the safest practices are employed and reduce the risks of actions being misinterpreted.*
- *always discuss any misunderstandings, accidents, threats with the Co-Headteachers or Designated Safeguarding Lead*
- *always record discussions and actions taken with their justifications*

### Power and Positions of Trust and Authority

As a result of staff knowledge, position and/or the authority invested in their role, all are in a position of trust in relation to all students on roll.

The relationship between a person working with children is one in which the adult has a position of power or influence. It is vital that staff understand this power; that the relationship cannot be one between equals and the responsibility that staff must exercise as a consequence.

The potential for exploitation and harm of vulnerable students means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence (Sexual Offences Act 2003) for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

*This means that staff should not:*

- *use their position to gain access to information for their own advantage and/or a student's or family's detriment*
- *use their power to intimidate, threaten, coerce or undermine students*
- *use their status and standing to form or promote relationships with students which are of a sexual nature, or which may become so*

Staff should remember that they act 'in loco parentis'.

#### Information Sharing / Confidentiality

In general terms, there are rarely any barriers to sharing academic information. Sharing of confidential and/or sensitive information requires reference to government guidance including GDPR.

The guidance Working Together to Safeguard Children places a statutory duty on schools to share information and help to analyse it so that an assessment can be made of whether the child is suffering or is likely to suffer harm, their needs and circumstances.

The safety and welfare of the child must always be considered when making decisions about whether to share confidential information.

In the vast majority of cases, the sharing of confidential or sensitive information requires the consent of the data subject (the student concerned) before the sharing takes place.

When staff have information they feel needs to be shared within the school or with an external agency such as the police or children's services, they should seek advice from the Designated Senior Leads (DSL). The DSL's may need/wish to consult the local authority.

In the vast majority of cases, the child and family's consent to sharing should be sought. The child and family should be made aware of what information is to be shared, with whom it is to be shared, the purpose of sharing and to what use the information will be put.

The exceptions to this are:

1. To safeguard the welfare of the student, information may be disclosed in accordance with the Safeguarding and Child Protection Policy and the designated members of staff.
2. Where information is requested from the Police to detect or prevent offending, information may be disclosed in accordance with a member of the Senior Leadership/Pastoral Team.
3. Where otherwise allowed to be disclosed by a legal obligation e.g. Child Protection Conference, information may be disclosed in accordance with a member of the Senior Leadership/Pastoral Team.

Adults need to be aware that although it is important to listen and to support students, they must not promise confidentiality or request students to do the same under any circumstances.

Many staff have access to personal information relating to other employees, students and members of the public. All staff must treat this information in a discreet and confidential manner.

Staff should never use confidential or personal information about a student or his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass a student. Confidential information should never be used casually in conversation or shared with any person other than on a-need-to know basis. In circumstances where the student's identity does need to be disclosed the information should be used anonymously.

Information relating to students should not be given over the telephone unless the caller has given details of their right to ask for such information. Staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.

The decision to share must be recorded.

Confidential matters relating to staff should not be discussed in areas where they may be heard by passers-by e.g. corridors, reception, and staff area.

Additionally, concerns and allegations about adults should be treated as confidential and passed to the Co-Headteachers without delay. See below.

*This means that staff:*

- *are expected to treat information they receive about students in a discreet and confidential manner*
- *if in any doubt about sharing information they hold or which has been requested of them should seek advice from the Designated Safeguarding Leads / a senior member of staff*
- *need to be cautious when passing information to others about a student*
- *need to know to whom any concerns or allegations should be reported*
- *need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure*

### Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Whistleblowing Policy.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Co-Headteachers. This is particularly important where the welfare of students may be at risk.

*This means that staff should:*

- *report any behaviour by colleagues that raises concerns*

### Sharing Concerns and Recording Incidents

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their Professional Association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to the Co-Headteachers.

Members of staff should feel able to discuss with their Line Manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.

*This means that staff:*

- *should be familiar with Rutlish School's Safeguarding and Child Protection, Whistleblowing and Managing Allegations of Abuse against Staff policies and procedures*
- *should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in school or workplace*

### Standards of Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. Staff should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom we work.

Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within school in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA), a bar from engaging in regulated activity, or action by another relevant regulatory body.

*This means that staff should not:*

- *behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model*
- *make, or encourage others to make sexual remarks to, or about, a student*
- *use inappropriate language to or in the presence of students*
- *discuss their personal or sexual relationships with or in the presence of students*
- *make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such*

*This means that staff should:*

- *be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children*

### Dress and Appearance

Dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role. Staff should ensure that they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism and allegation.

*This means that staff should ensure their appearance and clothing:*

- *promotes a positive and professional image*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*
- *is not considered to be discriminatory*
- *is compliant with professional standards*

### Gifts, Rewards, Favouritism and Exclusion

Employees should not accept any personal gifts from students and their families, contractors and external suppliers unless the gifts are insignificant items with a value not exceeding £20. This avoids any possible misinterpretation of motives which could be construed as a bribe by others, or lead the giver to expect preferential treatment. Gifts of a greater value must be both declared and declined, or, if accepted declared and the gift offered for fundraising.

It is unacceptable to receive gifts on a regular basis or to suggest to students that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your Line Manager

Similarly, it is inadvisable for staff to give such personal gifts to students or their families. This could be interpreted as a gesture either to bribe or to groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to students should be in accordance with agreed practice, consistent with our Behaviour for Learning Policy, recorded and not based on favouritism.

Staff should exercise care when selecting students for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when students are excluded from an activity. Methods of selection and exclusion should always be clear, fair, agreed criteria.

Staff should not accept offers of hospitality unless there is a genuine reason to impart information or to represent the School in the community or where the School should be seen to be represented.

*This means that staff should:*

- *be aware of and understand our relevant policies e.g. behaviour for learning*
- *ensure that gifts received or given in situations which may be misconstrued are declared and recorded*
- *only give gifts to students as part of an agreed rewards system*
- *where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally*

- *ensure that all selection processes of students are fair and these are undertaken and agreed by more than one member of staff*
- *ensure that they do not behave in a manner which is either favourable or unfavourable to individual students*

### Infatuation and 'Crushes'

All staff need to recognise that it is not uncommon for students to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. Staff should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Employees who become aware that a student is developing an infatuation with a member of staff should discuss this at the earliest opportunity with their Line Manager so that appropriate action can be taken to avoid any hurt, distress or embarrassment.

*This means that staff should:*

- *report to senior staff any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff*
- *always maintain professional boundaries*
- *be mindful if they are alone in a room with a student and leave the door open*

### Social Contact outside of the Workplace

It is acknowledged that staff may have genuine friendships and social contact with parents/carers of students, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents/carers, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with students or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the school into disrepute (e.g. attending a political protest, circulating propaganda).

If a student or parent/carer seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

*This means that staff should:*

- *always approve any planned social contact with students or parents/carers with senior colleagues, for example when it is part of a reward scheme*
- *advise senior management of any regular social contact they have with a student which could give rise to concern*
- *refrain from sending personal communication to students or parents/carers unless agreed with senior managers*
- *inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship*
- *inform senior management of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. tutoring*

## Online Safety

Staff should follow the school's online safety policies and the acceptable use policy at all times and have regard for DfE guidance and the school's online safety policy and procedures for students.

Personally-owned mobile phones and devices such as tablets should not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be disabled at all times and may not be used to send images or files to other mobile phones.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Rutlish school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices

## Communication with Students and Parent/Carers (including the use of technology)

The guidance here is a summary and staff must also read and adhere to all of the Rutlish online safety policies, guidance and procedures.

1. Staff should use e-mails with care and should only use a school address.
2. Communication between students, parent/carers and staff, should take place within clear and professional boundaries.
3. Staff should not share any personal information, including telephone numbers or addresses.
4. Staff should ensure that all communications are transparent and open to scrutiny.
5. Communication should be checked for content and to make sure that it is addressed to an appropriate person, thereby ensuring that professional distance is maintained.
6. Staff should be circumspect in their communication with young people so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming or favouritism.
7. If staff are members of a social networking site, they should ensure that their profile is kept private. See below for social networking.

There are no circumstances which will justify staff possessing indecent images of students. Any potential publication of pictures of students should ensure their privacy, dignity and security at all times.

*This means that staff should:*

- *only make contact with students for professional reasons*
- *not give out their personal details*
- *use only equipment and Internet services provided by the school*
- *follow our acceptable use agreement*
- *not have images/recordings of students stored on personal cameras, devices or home computers*
- *also read the guidance on the use of images of students*
- *be cautious in their contact with ex-students, as there is still a professional relationship and there may be contact with current students*
- *ensure that the use of technologies does not bring the employer into disrepute*

## Social Networking

There is an ever developing series of social media applications designed to allow people to keep in touch electronically. Twitter, Instagram, Snapchat, Facebook are just a few examples of these.

Staff must always consider carefully any action they take when engaging in social media activities. Staff should not engage in any social media activity 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.

We strongly advise that staff do not accept friend requests, or requests to follow them, on their personal accounts from students, past or present, or from parents/carers at Rutlish School. By accepting such requests staff could be making themselves vulnerable by sharing personal information or by having personal information about students.

Nor should staff follow the Twitter accounts of students or parents/carers. No matter how good the intentions, following an account can give the appearance of favouritism.



Personal Facebook accounts and similar should not be used to discuss matters pertaining to staffs' professional role at Rutlish School.

Images of students taken during school time or on educational trip (refer to guidance on the use of images of students) must **never** be posted.

Images of work colleagues should not be posted without their permission.

### Physical Contact

There are occasions where it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

Staff should use their professional judgement at all times and should have regard to DfE guidance and to the health and safety of themselves and others. Not all students feel comfortable about certain types of physical contact: this should be recognised and, wherever possible, staff should seek permission before initiating contact and be sensitive to any signs that a student maybe uncomfortable or embarrassed. Staff should acknowledge that some students are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the student.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact should be in response to the student's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (e.g. in relation to students with SEN or physical disabilities).

*This means that staff should:*

- *be aware that even well intentioned physical contact may be misconstrued by the student, an observer or any person to whom this action is described*
- *never touch a student in a way which may be considered indecent*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny*
- *never indulge in horseplay or fun fights*
- *always allow/encourage students, where able, to undertake self-care tasks independently*
- *establish the preferences of students*
- *consider alternatives, where it is anticipated that a student might misinterpret or be uncomfortable with physical contact*
- *always explain to the student the reason why contact is necessary and what form that contact will take*
- *report and record situations which may give rise to concern*
- *be aware of cultural or religious views about touching and be sensitive to issues of gender*

### The Use of Control and Physical Intervention

The law and guidance for school's states that adults may reasonably intervene to prevent a child 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

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. If we judge that a child's behaviour presents a serious risk to themselves or others, we will always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan.

In all cases where physical intervention has taken place, it would be good practice to record the incident and subsequent actions and report these to a Line Manager and the student's parents/carers.

*This means that staff should:*

- *always seek to defuse situations and avoid the use of physical intervention wherever possible*
- *where physical intervention is necessary, only use minimum force and for the shortest time needed*

*This means that staff should not*

- *use physical intervention as a form of punishment*

### Physical Education and other Activities which require Physical Contact

Some staff, e.g. those who teach PE, drama or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the senior manager and parent or carer.

*This means that staff should:*

- *consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration*
- *treat students with dignity and respect and avoid contact with intimate parts of the body*
- *always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk*
- *seek consent of parents/carers where a student is unable to give this e.g. because of a disability*
- *be familiar with and follow recommended guidance and protocols*
- *conduct activities where they can be seen by others*
- *be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact*

### Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

*This means that staff should:*

- *avoid any physical contact when students are in the state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms remain in the area when groups are changing*
- *offer sensitive students the opportunity to change privately*

*This means that staff should not:*

- *change in the same place as students*
- *shower with students*

### Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

*This means that staff should:*

- *consider the way in which they offer comfort to a distressed student*
- *always tell a colleague when and how they offered comfort to a distressed student*
- *record situations which may give rise to concern*

### Intimate Care

All students have the right to safety, privacy and dignity when contact of an intimate nature is required (e.g. removing wet/soiled clothing). A care/medical plan should be drawn up and agreed with parents/carers for all students who require intimate care on a regular basis.

Students be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

*This means that staff should:*

- *adhere to the personal care/medical plan*
- *make other staff aware of the task being undertaken*
- *always explain to the student what is happening before a care procedure begins*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information with the student and their parents/carers*

### Sexual Conduct

Any sexual behaviour by a member of staff with or towards a young person is both inappropriate and illegal. It is an offence for a member of staff in a position of trust to engage in sexual activity with a student under 18 years of age (Sexual Offences Act 2003: abuse of a position of trust) and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

The position of trust offences in the Sexual Offences Act 2003 cover all children under 18. They are mainly designed to protect young people aged 16/17 who, even though they are over the age of consent, are potentially vulnerable to sexual abuse from people in positions of trust or authority.

Sexual activity does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing students to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of the student, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

*This means that staff should:*

- *not pursue sexual relationships with students and young people either in or out of school*
- *avoid any form of communication with a student or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact*
- *avoid any form of communication with a student which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact*

- *not make sexual remarks to or about a student*
- *not discuss sexual matters with or in the presence of students other than within agreed curriculum content or as part of their recognised job role*

### One to One Situations

Staff working in one to one situations with students may be more vulnerable to allegations. Staff should recognise this possibility and take every precaution to ensure that their actions and motives cannot be misconstrued. This includes visiting staff from external organisations.

In a one-to-one situation, staff should ensure that the room is arranged to maintain a professional distance e.g. a desk between you and the student is an easy way to manage this. All meetings and phone calls should be recorded.

Arranging to meet with students from the school or setting away from the work premises should not be permitted unless the necessity for this is clear and approval is obtained from a senior member of staff, the student and their parents/carers.

*This means that staff should:*

- *avoid meetings with students in remote, secluded areas of the school*
- *ensure that there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible: such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a student becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the student/students involved*

### Home visits

All work with students and parents/carers should usually be undertaken in the school or setting or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

It is essential that appropriate procedures and related risk assessments are in place to safeguard both staff and students, who can be more vulnerable in these situations.

A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the student, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

*This means that staff should:*

- *agree the purpose for any home visit with their manager*
- *adhere to agreed risk management strategies*
- *avoid unannounced visits wherever possible*
- *ensure there is visual access and/or an open door in one to one situations*
- *always make detailed records including times of arrival and departure*
- *ensure any behaviour or situation which gives rise to concern is discussed with their manager*

### Transporting Students

In certain situations, e.g. out of school activities, staff or volunteers may agree to transport students. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with ideally at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

Staff should never offer to transport students outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

*This means that staff should:*

- *plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements*
- *take into account any specific or additional needs of the student*
- *have an appropriate licence/permit for the vehicle*
- *ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive*
- *ensure that they are alone with a student for the minimum time possible*
- *be aware that the safety and welfare of the students is their responsibility*
- *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
- *ensure that their behaviour and all arrangements: ensure vehicle, passenger and driver safety*
- *ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified*

Employees using private vehicles for School business should ensure:

1. The vehicle is road worthy and complies with Road Traffic / Transport regulations.
2. That the vehicle is insured for 'business use'.
3. They are licensed to drive the vehicle.
4. They do not drive under the influence of drink/drugs or where there is ill health that may impair their ability to drive the vehicle safely.

### Educational visits

Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety available at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This would include assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks. For regular activities, such as taking students to a match, the risks should be considered under the school's general arrangements and a check to make sure that the precautions remain suitable is all that is required. For annual or infrequent activities, a review of an existing assessment may be all that is needed. For new higher-risk activities or trips, a specific assessment of the significant risks should be carried out.

Staff should take particular care when supervising students in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school or setting activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, adults and parents/carers should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

*This means that staff should:*

- *adhere to our educational visits guidance*
- *always have another adult present on visits, unless otherwise agreed with senior staff*
- *undertake risk assessments*
- *have parental consent to the activity*
- *ensure that their behaviour remains professional at all times*
- *never share beds with a child/student*
- *never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with Head teacher, parents and students*

- *refer to local and national guidance for Educational visits*

#### First Aid and Administration of Medication

All Schools should have trained and appointed first aiders and parents/carers informed when first aid has been administered. Only first aid staff are permitted to administer first aid unless in an emergency situation. Staff will not need to administer medication: however, if agreed with a Line Manager and the parent/carers, supervision is permitted but this must be recorded.

Advice on managing medicines is included in the statutory guidance on supporting pupils at school with medical conditions. In circumstances where a student needs medication regularly, this would usually be recorded in their individual medical care plan. This provides details of the level and type of support a child needs to manage effectively their medical condition in school and should include information about the medicine to be administered, the correct dosage and any storage requirements.

Adults taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children.

Risk assessment is likely to recommend that staff medication on the premises must be securely stored and out of reach of children at all times.

#### Photography, Videos, Recordings and other Images

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff be expected or allowed to use their personal equipment to take images of students at or on behalf of the school.

Careful consideration should be given as to how these activities are organised and undertaken and staff must ensure compliance with data protection law including GDPR and read the guidance on the use of images of students in school.

Whilst images are regularly used for very positive purposes adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Making and using images of students will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the student (or as a minimum, use first names rather than surnames)
- if the student is named, avoid using their image
- images should be securely stored and used only by those authorised to do so

*This means that staff should:*

- *adhere to our Image Use policy*
- *only publish images of students where they and their parent/carer have given explicit written consent to do so*
- *only take images where the student is happy for them to do so*
- *only retain images when there is a clear and agreed purpose for doing so*
- *store images in an appropriate secure place in the school or setting*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose*
- *be able to justify images of pupils in their possession*
- *avoid making images in one to one situations*

*This means that adults should not:*

- *take images of students for their personal use*
- *publically display or distribute images of students unless they are sure that they have parental consent to do so (and, where appropriate, consent from the student)*
- *take images of students using personal equipment*
- *take images of children in a state of undress or semi-undress*
- *take images of children which could be considered as indecent or sexual*

#### Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the schools or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

Under no circumstances should any adult use school or setting equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.

Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the safeguarding designated lead/Headteacher contacted without delay. Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility they will be at risk of prosecution themselves.

*This means that staff should:*

- *abide by our acceptable use and online safety policies*
- *ensure that students cannot be exposed to indecent or inappropriate images*
- *ensure that any films or material shown to students are age appropriate*

#### Personal Living Space

Generally, staff should not invite any students into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the student's parents/carers.

It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing students for e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling.

Under no circumstances should pupils be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation.

This guidance should also apply to all other persons living in or visiting the private accommodation.

*This means that staff should:*

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *refuse any request for their accommodation to be used as an additional resource for the school or setting*
- *be mindful of the need to maintain appropriate personal and professional boundaries*
- *not ask students to undertake jobs or errands for their personal benefit*

## Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified in the scheme/unit of work and/or lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to student's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.

Care should be taken to comply with the schools' policy/procedures on spiritual, moral, social, cultural (SMSC) which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for sex and relationships education (SRE). It should be noted that parents have the right to withdraw their children from all or part of any sex education provided but not from the National Curriculum for Science.