



Cardinal Heenan Catholic High School

Code of Conduct

Approved by Full Governing Body: May 2015

Next Review Date: Autumn 2019 or earlier if any changes are necessary

Key people in school

Deputy Headteacher/DSL

Ms J Leech

Named Governor (Safeguarding)

Mrs Carol-Anne Murphy

Signed:

K. Carroll

This policy/procedure will be reviewed annually

Reviewed: April 2015

Reviewed: September 2016

Reviewed: October 2017

Reviewed: October 2018

Safer Working Practices - Code of Conduct:

Keeping Children Safe in Education (DFE 2018) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and governors.

Our 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 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (2009, updated in 2015 by The Safer Recruitment Consortium) which is available here <http://www.saferrecruitmentconsortium.org/GSWP Oct 2015.pdf>.

Everyone must also read part one of Keeping Children Safe in Education (DfE 2018). This code of conduct aims to support adults so they don't work in a manner that 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 (Liverpool Careline 0151 233 3700 or 225 8116/8101) 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 or if they are absent, another member of the school's Safeguarding Team or Senior Leadership Team. 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 Designated Safeguarding Lead or Headteacher. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer. (The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk.)
- **Anyone (in emergencies or if they need to) can make a referral about their concerns** for child to Children's Services (Liverpool Careline tel: 0151 233 3700 or Knowsley MASH tel: 0151 443 2600).

You should:

- follow the school's child protection policy and procedures and in line with this **share safeguarding information appropriately** but also act accordingly with sensitive and confidential information.
- be **alert to the indicators of harm and abuse** towards a child, including **peer to peer abuse**.
- **dress appropriately** according to your role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
- **act as an appropriate role model**, treating others with respect and tolerance.
- ensure gifts given or received are recorded and discussed with your Line Manager.
- **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, data protection, GDPR, behaviour, attendance, physical intervention, 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 Manager if you feel your actions might have sat outside this code of conduct.

- share with your Line Manager, Designated Safeguarding Lead 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.
- Inform your Headteacher if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)

You should never:

- act in a way both at work and/or in your personal life that brings yourself, school or the teaching profession into disrepute.
- make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
- 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 out of school unless part of a planned school activity with the knowledge of your Line Manager.
- have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.

- should not post on the school's website or social media accounts any photographs of children without their consent. (Some children may be put at risk by their whereabouts being made publicly)
- use personal equipment to photograph children (always use the school's equipment) 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 under the agreed protocol set out by the headteacher
- 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. You should not cover windows or door panels but always act in an open and transparent way.
- 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. You should also ensure that you have the appropriate 'business' car insurance.
- 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 clearly reported using CPOMS or via Class Charts.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary procedures.