

Lethbridge Primary School Staff Code of Conduct 2017-18

All staff are required to read and understand **Part 1 of Keeping Children Safe in Education**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

All staff are required to read and adhere to **Guidance for Safer Working Practice for Adults who work with Children and Young people in Education 2015:**

<https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Here you will find legislation and guidance for adults working with children and young people. It covers topics such as Educational visits and Whistle-blowing.

Professional Conduct Statement

All staff at Lethbridge Primary School have a professional responsibility to:

- Be positive and respectful
- Work collaboratively as a team
- Be supportive and have empathy for one another
- Ensure clear communication
- Maintain confidentiality
- Maintain a work/life balance

Confidentiality

Adults may have access to confidential information about the children in their care. They must:

- be clear about what information can be shared
- treat information they receive about a child in a discreet and confidential manner
- seek advice from a senior member of staff if they have any doubts about sharing information they hold
- know whom any concerns or allegations should be reported to
- understand the importance of not promising to keep secrets

Propriety and Behaviour

It is expected that adults will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and with whom they work. Therefore, they should:

- be aware that behaviour in their personal lives may impact upon their work with children
- understand that the behaviour and actions of their partner may raise questions about their suitability to work with children

Communication (including the use of technology)

Communication between children and adults, by whatever method (e.g. mobile phones, text messaging, e-mails, videos, web-cams, digital cameras, websites and blogs), should take place within clear and explicit professional boundaries. Therefore, adults must:

- not give their personal contact details to any child
- not use the internet or web-based communication channels to send personal messages to children
- only make contact with children for professional reasons

Social Contact

If a child or parent seeks to establish social contact, the adult should exercise their professional judgement when making a response. Adults should be aware that social contact in some situations can be misconstrued as grooming. Therefore, adults must:

- not have secret social contact with children or their parents
- advise senior management of any social contact they have with a child or parent with whom they work, which may give rise to concern

Internet Usage

Under no circumstances is it acceptable for adults to possess indecent images of children; or have access/links to websites which exploit children. Accessing, making and storing indecent images of children on the internet is illegal. Where indecent images of children are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Therefore, adults must:

- follow the school's e-safety policies and guidance on the use of IT equipment
- ensure children are not exposed to unsuitable material on the internet
- ensure that any films or material shown to children are age appropriate
- staff must not engage in inappropriate use of social networking sites which may bring themselves or the school into disrepute

Signed:

Date: