



**Yaxham Church of England VA  
Primary School**

**Code of Conduct for Staff and Volunteers  
October 2021**

*Through loving God and loving others,  
we flourish, learn & grow.*



Designated Safeguarding Lead Mrs Jennie Müller

Alternate Designated Safeguarding Lead Mrs Zoe Gilbert

Safeguarding Governor Mr Leroy Burrell

Our code of conduct has been written by the school, building on best practice and government statutory guidance. Read in conjunction with Yaxham Church of England Primary school safeguarding policy 2021, Keeping Children Safe in Education 2021, DfE and Guidance for safer working practice for adults who work with children and young people in education settings, May 2019. It has been agreed by senior management and approved by governors.

The Code of Conduct and its implementation will be reviewed annually alongside the annual Safeguarding review.

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## Safeguarding Code of Conduct for Staff and Volunteers

Read in conjunction with Yaxham CofE Primary School ***Safeguarding Policy incorporating Child Protection 2021, Keeping Children Safe in Education 2021 DfE and Guidance for safer working practice for adults who work with children and young people in education settings May 2019.*** If you have not been given a copy of the above policies, please contact the school office straight away.

All adults who come into contact with pupils in their work have a duty of care to safeguard and promote their welfare. The duty of care rests upon an **individual** to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual is responsible. Any person in charge of, or working with pupils in any capacity is considered, both legally and morally, to owe them a duty of care.

This code of conduct is used as an attempt to identify behaviours expected of adults who work with children. Adults whose practice deviates from this code of conduct and statutory guidance may bring into question, their suitability to work with pupils, or children and young people in any capacity. All staff and volunteers are expected to read, and sign to say that they have understood this code of conduct.

**Sharing concerns and Recording Incidents** – Individuals should be aware of their schools child protection procedures including procedures for dealing with allegations against staff. It is essential comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of pupils. **If you need to report an allegation of abuse against a person who works with children, you need to contact the Local Area Designated Officer (LADO) at Norfolk County Council: 01603 307797.**

**Confidentiality** – Members of staff may have access to highly sensitive information regarding pupils or parents. This information should never be used in casual conversation either in school or out, and should only be shared on a need to know basis. Never discuss school on social media. Never discuss anything that could identify a child or bring the school into disrepute.

**Professional Judgment** – Individuals are expected to make decisions and judgements that are in the best interest of the child. These decisions must be recorded and shared with a member of the senior management team.

**Position of Trust** – Individuals should always maintain appropriate professional boundaries and avoid any behaviour which might be misinterpreted by others. They should record and report any incident with this potential.

**Propriety and Behaviour** – All staff and volunteers shall adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and public in general and all those whom they work.

**Personal Living Space** – No child should be invited into the home of an adult who works with them unless the reason has been firmly established and agreed with parents/carers and the Headteacher.

**Gifts, Rewards and Favouritism** – All adults should be aware of the policy on giving and receiving gifts and only give gifts to pupils as part of an agreed reward system. Ensure that all selection processes which concern pupils are fair. Care should be taken that adults do not accept any gift that may lead to preferential treatment.

**Infatuations** – Report and record any incidents or indications (verbal, written or physical) that suggest a young person may have developed an infatuation with a member of staff. Always discuss with a senior manager or Headteacher.

**Communications with Pupils** – Communication between pupils and adults by whatever method, should take place within clear and explicit professional boundaries. Ensure that social media networking sites are set as private. Never access social networking sites of pupils. Do not give personal information to pupils including mobile telephone numbers. Only make contact with pupils for professional reasons. Do not text pupils or use web-based communication channels to send personal messages to a pupil.

**Social Contact** – Adults should not seek to establish social contact with pupils for the purpose of securing a friendship. Always consider the appropriateness of the social contact according to the nature and role of your work. Seek advice from the Headteacher regarding any social contact with a child, which may give rise to concern. Report and record any situation which may place a child at risk or which may compromise the school/service or your own professional standing.

**Sexual Contact** – Any sexual activity between an adult and a child will be regarded as a criminal offence including access to inappropriate images. This can include any form of communication with pupils which could be interpreted as sexually suggestive or provocative (verbal comments, letters, notes, email, phone calls, texts, physical contact). Be aware that of using any language or behaviour cannot be misinterpreted as inappropriate. Ensure you are never alone with a pupil un-observed. Never cover internal windows with material or posters.

**Physical Contact** – A 'no touch' policy is impractical for most staff. When physical contact is made this should be in response to their needs at the time, of limited duration and appropriate for their age, stage of development, gender, ethnicity and background. Physical contact should never be secretive. Always explain the reason for any physical contact.

**Behaviour Management** – All pupils have the right to be treated with dignity and respect even in circumstance where they display difficult or challenging behaviour. Any sanctions and rewards should be used as part of the behaviour management policy.

**Use of Physical Intervention** – The use of physical intervention should wherever possible be avoided. It should only be used to manage a pupil, if it is necessary to prevent personal injury or prevent damage to property. All use of physical intervention must be recorded and justified and you must adhere to the school's physical intervention policy.

**Intimate Care and Managing Medicines** – Some job responsibilities necessitate intimate physical contact for example assisting with toileting and administering medical care. If you may be in this situation please read the school intimate care policy and managing medicines policy.

**Personal Care** – All pupils are entitled to respect and privacy at all times, especially when changing clothes for PE. Any supervision must be appropriate to the situation. Adults should not change in the same area as pupils and avoid any physical contact with children in a state of undress.

**One to One Situations** – Ensure that any risk assessments have been conducted of one to one situations. Always inform other colleagues and parents/carers about the contact beforehand. Always report a situation where a child has become angry or distressed to the Headteacher.

**Educational Visits** – Adults should take care when on outings as they remain in a position of trust and need to ensure their behaviour remains professional all times and stays within clearly defined professional boundaries. School mobile phones should be used on Education Visits.

**Whistle blowing** – This is a mechanism by which adults can voice their concerns in good faith and without fear of repercussions and can report any behaviour by colleagues that raises concern regardless of the source. Refer to the Whistleblowing policy on the website or call the whistleblowing hotline 01603 224433. Or contact the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff members can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing)

**Photographs and Videos** – When taking photographs of children in appropriate settings (school plays/special occasions), permission must be sought from the parents/carers. The photographs must not be taken on a personal device, if inadvertently done so they must be downloaded and deleted immediately. Any device capable of recording images must not be used or accessed in the classroom or other situation where pupils congregate. Only the school mobile phones must be used in these situations. On residential trips a risk assessment including the use of mobile phones must be carried out.

**Bullying** – All children deserve to feel safe in school. If you witness any bullying or worrying behaviour towards a child, record it in the anti-bullying book or speak to the class teacher or the Head teacher. Always refer to the school's anti-bullying policy and safeguarding policy before carrying out an investigation.

**Compliance** - All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Please sign and return the attached form to confirm that you have read and understood the Code of Conduct. A copy will be kept in the staff/volunteer records. If you have any concerns or questions about the Code of Conduct, please do not hesitate to ask.

**Confirmation of compliance**

I hereby confirm that I have read, understood and agree to comply with the Yaxham CofE Primary School Staff and Volunteer Code of Conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Headteacher**