



## Clifford Holroyde SEN College

### Safer Working Practices Code of Conduct

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 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (updated in 2015 by the Safer Recruitment Consortium) which is available on the school's website. Staff must also read and understand part one of Keeping Children Safe in Education (DfE2016).

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 (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 Mrs K Garrett or if they are absent, Mr N Oxley or another member of the school's 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 Headteacher; Mr N Oxley or the Designated Safeguarding Lead.

Concerns regarding the Headteacher should be directed to the Chair of Governors; Mr T Sweeney or Local Authority Designated Officer.

- Anyone (in emergencies or if they need to) can make a referral about their concerns for a child to Liverpool Careline (Tel: 0151 233 3700).

## **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.
- 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 relating to safeguarding – including child protection, behaviour attendance, physical intervention, intimate care, anti – bullying, equal opportunities, health and safety and online safety (acceptable user 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 that may arise that sit outside of 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.

## **Never:**

- 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 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.
- Use personal equipment to photograph children (always use 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 in emergencies or under an agreed protocol set 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.
- 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.

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

# **Clifford Holroyde SEN College**

## **Safeguarding Advice For Visitors And Volunteers**

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.

By signing in and out of the visitors' book you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

### **Visitors must be accompanied at all times by a member of the school staff**

**Unsupervised visitors:** If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued but will not make a copy of it. You will also need to read the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' (2014). The school's Child Protection Policy is available on the school website.

### **If you have ANY concerns about a child's welfare or well being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Liverpool Children's Services (Tel: 0151 233 3700)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff can be contacted on 0151 233 3700. The school office can provide you with a copy of the school's procedures for Managing Allegations Against Staff and volunteers.

### **If a child makes a disclosure to you:**

- Do not investigate but report them immediately to the Designated Safeguarding Lead Mrs K Garrett
- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.

- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'online safety'.

### **Remember:**

- Provide a positive role model to young people.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- Treat all members of the school's community with respect and tolerance
- Work with children so that you are a visible member of the school staff
- Respect a child's privacy and dignity
- Always be able to justify any physical contact you have with a young person
- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions.

### **Never**

- Photograph a child with the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working with the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment.

### **Key Safeguarding Staff:**

Headteacher: Mr Neil Oxley

Designated Safeguarding Lead: Mrs Kate Garrett

Safeguarding Team: Mr Neil Oxley, Mr Alan Gadsby

Chair of Governors: Mr Terry Sweeney

Safeguarding Governor: Mrs Sheila Bennett

**Other Safeguarding Guidance:**

**In the case of a fire follow the following procedures:**

- There should be no delay in ringing 999 and requesting fire and police.

**If a child or member of staff needs emergency treatment or first aid:**

- There should be no delay in ringing 999 and requesting an ambulance.

---

**Signed:** **Chairperson of the governing body**

**Date:**

**Signed:** **Headteacher**

**Date:**

**Review Date: Autumn 2018**