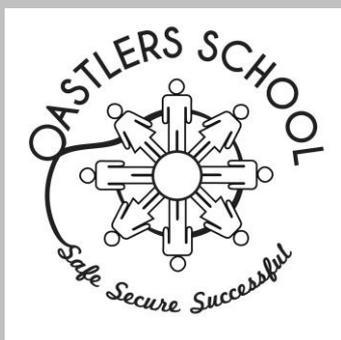


# SAFEGUARDING POLICY

## Including Child Protection Policy and Staff Code of Conduct Policy



## Oastlers Policy

Updated February 2016

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| <b>Approved by Governing Body On</b>          | <b>14 March 16</b>  |
| <b>To be Reviewed On</b>                      | <b>March 2017</b>   |
| <b>Signed on Behalf of the Governing Body</b> | <b>Robert Fairbairn</b>  |



## **Introduction:**

This policy sets out how the Governing Body of Oastlers school is carrying out its statutory responsibility to “safeguard and promote the welfare of children” in accordance with the Government guidance ‘*Working Together to Safeguard Children*’ (March 2015), ‘*Keeping Children Safe in Education*’ (July 2015) and Section 175/157 Education Act 2002. It may be supplemented by more detailed procedures and policies which are outlined at the end of this document.

This policy applies to all staff (teaching and non teaching), governors and volunteers, temporary and supply/visiting staff working in the school. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted/ISI which inspects safeguarding arrangements as part of the school’s Leadership and Management and the requirements of the (Local) Safeguarding Children Board (LSCB).

For copies of all relevant safeguarding documents, including the Common Referral Form and Threshold of Need document are all available from the Safeguarding Board.

Bradford Children’s Safeguarding Board can be accessed following this link:

[www.bradford-scb.org.uk](http://www.bradford-scb.org.uk)

## **Aims of the policy:**

- To ensure that all necessary internal and inter-agency child protection procedures are in place as required when children may be suffering or are at risk of “significant harm”
- To give guidance to staff to ensure best practice
- To demonstrate the links with other relevant policies to safeguard the general welfare of children
- To provide a clear statement of the school’s responsibilities in the event of a concern about the conduct of a member of staff
- To identify key individuals and their specific roles

## **Principles:**

- Oastlers School recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all children between the ages of 0-18 whose care and education comes within the remit of this school.
- The staff and Governing Body of Oastlers are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to. We will ensure that children know that there are adults in the school who they can approach if they are worried and that the principles of confidentiality are made clear to children and young people. The school promotes a positive, supportive and secure ethos, giving learners a sense of being valued.
- We recognise that because of the day to day contact with children, staff in school are well placed to observe the signs of possible abuse and therefore need to be constantly vigilant.

- This school recognises its responsibility to discuss with Children's Social Care or the Police any significant concerns about a child or young person which may indicate:
  - physical abuse,
  - emotional abuse,
  - sexual abuse or
  - neglect,

in accordance with the LSCB procedures. These concerns cannot be kept confidential.

- Staff will be enabled to contribute to any assessment or meeting about the child held under LSCB procedures as required.
- The school also recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service and other agencies/services coming into school to support individual learners/groups of learners
- The school will ensure that parents/carers have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the school prospectus. The school's child protection policy is made available to parents/carers on request and is published on the school website.

#### The Designated Senior Person/Safeguarding Lead (SL)

- The Safeguarding Lead is a member of the Senior Leadership Team and in this school is : **Lyndsey Brown**
- The school has identified **Joanne Taylor** to act as deputy Safeguarding Lead.
- In the absence of the SL and the deputy SL the most senior member of staff in school will assume responsibility for any child protection matters that arise.
- The SL will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the SL is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with them. Also that they are all aware of what happens once a concern has been raised.
- Where appropriate the SL will liaise with the SL of the school(s) attended by other family members of the child causing concern in order to gather information to inform the referral.
- The SL will keep a written record of any actions taken as a result of concerns raised.
- The Safeguarding Lead will ensure that the school's child protection policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal. In this way the Governing Body authorises the SL to carry out his/her responsibilities as outlined in the statutory Guidance.

## Responding and Referring:

- Any member of staff who has concerns about the safety or potential abuse of a child must report their concerns to the Safeguarding Lead without delay.
- In accordance with local inter-agency procedures, the agreement of the child's parent/carer for an external referral should normally be sought where possible. **However, if it is felt that seeking any such agreement would increase the level of risk of harm to the child, the matter will be discussed with Children's Social Care and their advice sought first.** This must not contribute to a delay in making a referral.
- The school will ensure that the relevant social worker is notified if there is an unexplained absence of any learner who is currently subject to a child protection plan or a child in need. When discussing concerns in respect of a child who is Looked After by the Local Authority the child's named social worker must be informed.

## Contact details for a referral:

**Children's Safeguarding and Reviewing Unit Consultation Service: 01274 434343**

**Emergency Duty Team: 01274 431010**

**Children's Social Care Initial Contact Point: 01274 437500**

**Education Social Work Service: 01274 385761**

**Police: Javelin House, Child Protection Unit: 01274 376061**

Concerns relating to a member of the school staff or other person in a 'Position of Trust':

- Oastlers School takes our responsibility for the welfare of children in our care extremely seriously. All schools and colleges are now required by Government guidance to have a Staff Code of Conduct. This sets out the standards of personal and professional behaviour that are expected of all staff and volunteers, included in this policy. Any concern about staff conduct that may suggest a risk of harm to anyone under 18 should be reported to the headteacher, Chair of Governors, Children's Social Care or the Police as appropriate without delay.
- The Sexual Offences Act 2003 established a criminal offence of 'abuse of trust' affecting teachers and others who work with children and young people. A relationship of trust is one where a teacher, member of education staff or volunteer is in a position of power or influence over a learner or student by virtue of the work or nature of the activity being undertaken. **Any sexual relationship with a learner under 18 in the same school is an offence.** This legislation is intended to protect all young people in education who are under 18 years of age. 'Grooming' a child with a view to a future sexual relationship may also be an offence in this context, including inappropriate on-line contact.
- The principle of equality embedded in the legislation applies irrespective of gender or sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. Any concern raised by a parent, child or young person will be listened to and taken seriously.

- The headteacher and Chair of Governors will act in accordance with procedures issued to all schools by the Local Authority 'Designated Officer' (LADO) and the Department for Education. If the suspicion involves the headteacher, advice should be sought from the LADO and the Chair of Governors is to be informed immediately. Other school staff should assist parents to do this if required and anyone can contact the LADO directly.

**The Designated Officer for this local authority is Mr Frank Hand.**

**The Chair of Governors is Mr Robert Fairbairn.**

- The headteacher, designated deputy headteacher or Chair of Governors will attend any inter-agency meetings relating to allegations against staff. This is the forum for deciding what action may be necessary.
- Parents/carers and learners are advised that it is now an offence to publish any details (including on social media) that may identify any teacher under investigation for alleged abuse until they are either charged with an offence or subject to formal disciplinary proceedings.

### **Use of physical interventions:**

- There is an absolute ban on the use by any member of staff of any form of corporal punishment. This includes any physical contact which is deliberately intended to punish a learner, or any action which is primarily intended to cause pain, injury or humiliation.
- It is important to allow children to do what they can for themselves, but depending on age and circumstances it may be necessary for some physical contact to take place; (e.g. a child who is hurt, who needs instruction in the use of a particular instrument/piece of equipment, safety issues such as the need to prevent a child hurting themselves, running into the road etc.),
- Section 93 of the Education and Inspections Act 2006 enables school staff to use 'reasonable force' to prevent a learner from:
  - a. committing any offence (or, for a learner under the age of criminal responsibility, what would be an offence for an older learner);
  - b. causing personal injury to, or damage to the property of, any person (including the learner himself); or
  - c. prejudicing the maintenance of good order and discipline at the school or among any learners receiving education at the school, whether during the teaching session or otherwise.
- School staff may also be empowered to carry out physical searches for weapons, illegal drugs, pornography etc. Actions by school staff must at all times be in accordance with guidance and procedures. In the event of searches or physical restraint being needed, parents/carers will be informed the same day.

### **E-safety**

- Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'.
- Staff at this school have a major responsibility to educate our learners in the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. It is also important to include parents/carers as much as possible in this process given that children often have access to computers at home.
- It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we have permission to do so from the parents. Staff **must not** however use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.
- Staff should not communicate with learners through private email accounts, social networking sites, even on educational matters, but may use official email and networking sites sanctioned by the school, where appropriate. Staff should be circumspect in their private use of social networking sites and must not discuss school business or school issues on their personal social networking site or risk breaching confidentiality about the learners.

### **Record keeping:**

- Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (within the hour), writing down as exactly as possible using the child's own words, what was said or seen, putting the scene into context, and giving the time and location on the schools 'cause for concern form'. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly. Children will not be asked to make a written statement themselves or to sign any records.
- All records of a child protection nature (handwritten or typed) will be given to the Safeguarding Lead for safekeeping. This includes child protection conference minutes and written records of any concerns. Access to any records will be on a 'need to know' basis. All records must be held separately from the main learner file, and in a secure place.
- When a child who has had a child protection plan leaves the school and/or transfers to another school, the SL will inform the child's new school immediately and discuss with the child's social worker the transfer of any confidential information the school may hold.
- When learners transfer between schools or move school part way through an academic year, all information about any past or current child protection concerns will, if possible, be sent confidentially to the SL of the receiving school/college. Any records that cannot be passed on will be retained confidentially until at least the child's 25th birthday or as required.

### **Supporting the Learner:**

- The school will support learners in accordance with his/her agreed child protection plan as required. The school will notify any concerns about a child who has a child protection plan or is known to have an allocated social worker to the child's social worker or in her/his absence the manager or a duty officer in the team
- We recognise that children who are abused or who witness violence may experience difficulties which impact on their sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the learner through the content of the curriculum and the school ethos of valuing the learner.

### **The Curriculum:**

- Through the curriculum, staff will raise learners' awareness and build their confidence and resilience so that they have a range of contacts and strategies to ensure their own protection and that of others, recognising that learners need opportunities to develop the skills they need to stay safe from harm. Safeguarding issues are broad and are covered in Citizenship, PHSCE, English, History, ICT, Science and Life Skills Work and through whole school based topics that take place at least monthly through STEM activities. Examples of subject covered include: Diversity Day, Stand Up to Hatred, Rewind, Charity Fund Raising events and a variety of trips and external visits to support British Values within the UK and overseas.

### **Training:**

- The Governing Body will ensure that all staff, both teaching and non-teaching, receive appropriate induction and regular training to equip them to carry out their responsibilities for child protection effectively, as prescribed in government Guidance and in accordance with the expectations of the LSCB.
- The Governing Body will ensure that the Safeguarding Lead attends appropriate training organised through the Local Safeguarding Children Board at least every 2 years, or as required under local procedures.
- All staff will receive Part 1 of 'Keeping children safe in education' (July 2015) and 'Advice for Practitioners' (March 2015) to enable them to identify and understand the guiding principles of child protection so they can effectively carry out their statutory responsibilities.

### **Safer Recruitment of staff and volunteers and maintaining appropriate background checks:**

- The relevant current Guidance will always be followed in respect of creating a safer working environment in school. (It is a requirement to have at least one person

specifically trained in Safer Recruitment on every appointment panel). This is intended to deter and identify anyone who may be unsuitable or pose a risk of harm.

- These procedures may now allow for different levels of background checks according to whether or not the individual is primarily in an unsupervised setting or has only occasional contact with children. Evidence of all these checks (the Single Central Record or Register) will be maintained as required by the current Guidance.

### **Specific safeguarding issues**

For expert and up to date advice on wider safeguarding matters the school will access GOV.UK website and the NSPCC website and training opportunities to ensure the whole community have access to relevant information on:

- Children missing from education
- Children missing from home or care
- Child sexual exploitation
- Bullying, including cyberbullying
- Domestic violence
- Drugs and alcohol issues
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Preventing radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

Copies of the guidance can be found in the schools Safeguarding File.

## **CHILD PROTECTION POLICY**

### **OVERVIEW**

This policy applies to all staff, members of the Oastlers Governing Body, volunteers and visitors working in the school. The policy takes into account children with Special Education Needs (SEN) with particular vigilance in recognising abuse and neglect in this group of children.

Oastlers school is committed to inter agency working, outlined in 'Working Together to Safeguard Children 2015, and as such will work with children's social care, the police and health services to promote the welfare of children to protect them from harm. Our safeguarding arrangements reflect local protocols set up and agreed by Bradford's Local Safeguarding Children's Board (LSCB) and whilst the Data Protection Act 1998 placed duties on schools to process personal information fairly and lawfully, it is not a barrier to information sharing where the failure to do so would result in a child being placed at risk or harm.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Staff at Oastlers are well placed to identify concerns and provide help for children, to prevent concerns escalating, and, more importantly, becoming a child protection matter that may well cause harm to any child we have here at the school.

Where a child is suffering significant harm, or is likely to do so, action should be taken to help that child (Sec 47 and Sec 44 of the Children Act 1989). Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk (Sec 17 Children Act 1989). These statements are fundamental to the Policy and practise at Oastlers School.

Governors and staff at Oastlers School are committed to safeguarding and promoting the well-being of all our learners so that they feel 'safe, secure and successful'. To achieve this, we will safeguard against all forms of abuse and exploitation, including sexual exploitation,) children who may be subject to forced marriage, internet safety (e-safety) and safeguard the school community from extremism and the vulnerability to radicalisation.

Oastlers is fully committed to the prevent all forms of maltreatment that results in emotional or physical harm to any child and will take steps to report it immediately if it is known to have taken place or if it is believed to have taken place or if it is suspected, based on all circumstances, that it is likely to take place in the future.

The policy should be used in conjunction with the schools Safeguarding Policy, ICT Acceptable Use Policy including E-Safety Policy, Anti Bullying Policy, Care & Control Policy, Safe Touch Policy, Code of Conduct Policy, Health & Safety Policy, Raising Concerns Policy (Whistle Blowing), Attendance Policy, Safer Recruitment & Selection Policy, Medicines Policy and Fire and Emergency Evacuation Policy.

## **To ensure we implement the policy fully, the Governing Body will:**

- Act reasonably in making decisions about the suitability of prospective employees based on checks and evidence including; criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information in line with Safer Recruitment Guidance and advice.
- Ensure children in school are taught about safeguarding, including internet safety, through teaching and learning opportunities as part of their curriculum.
- Put into place policies and procedures, including the appointment of Designated Safeguarding Lead, so that the school has sufficient expertise to support other staff on child welfare and child protection matters and have in place clear and robust systems for reporting suspected cases of abuse, at any point, any by any person so that a timely referral to children's social care is made.
- Ensure the school has a Designated Lead (The Designated Person/teacher) for those children who have become looked after as a result of abuse and/or neglect ensuring they have the necessary skills and information they need in relation to their legal status and contact arrangements.
- Ensure procedures are in place to handle allegations against members of staff and volunteers. This includes referrals to the Local Authority Designated Officer (LADO) and informing the Disclosure and Barring Service (DBS) if a person has been dismissed or removed due to safeguarding concerns.
- Ensure that staff in school are clear about what constitutes safe relationships between adults and children. Additional guidance on this can be found in the schools Safe Touch Policy and Code of Conduct Policy. Any breach of 'position of trust' as outlined in the Sexual Offences Act 2003 will constitute a referral to relevant agencies, including, where relevant, Disclosure and Barring Service.

## **Child protection is the responsibility of all school staff and as such all will actively:**

- Establish and maintain an environment where learners feel safe and secure, where everyone is encouraged to talk and are listened to.
- Ensure learners know what steps to take if they are worried and who to go to in case of need to share or disclose matters they are worried about and understand they will be listened to and their fears acted upon.
- Include opportunities in the curriculum for learners to develop the skills they need to stay safe from all forms of abuse, including abuse on the internet and other forms of social media communication, sexual exploitation and risks of radicalisation.
- Where staff have a concern about learners (or any member of the school community), however minor that concern, they will complete the schools 'Cause for Concern Form' which is available in the Staff Room or from Reception and hand to Joanne Taylor or Lyndsey Brown Designated Safeguarding Lead (DSL)

- Press for re-consideration of any referral that does not appear to have made a child's situation improve following an initial cause for concern or referral to the Designated Safeguarding Lead (DSL).

## **ROLES and RESPONSIBILITIES**

All adults working with, or on behalf of children, have a responsibility to protect children and make a referral as soon as a problem emerges. There are, however, key people who have specific responsibilities under Child Protection procedures.

It is the role of the Designated Safeguarding Lead (DSL) to ensure that the child protection procedures are followed, and to make appropriate timely referrals to Children's Social Care, in accordance with the locally agreed procedures. It is the role of the Designated Safeguarding Lead(s) to ensure all staff employed, including temporary staff and volunteers, are aware of the school's reporting procedures, to advise staff and to offer support to those requiring this in all matter pertaining to child protection.

The child protection flowchart is displayed in the staff room, central office and all learning areas as an immediate reference point for staff.

**The names of Oastlers Designated Leads for Safeguarding are Lyndsey Brown and Joanne Taylor.**

## **DISCLOSURES**

Concerns relating to learners must be reported immediately to the Designated Safeguarding Lead. Please refer to the Flow Chart in Appendix 1.

Allegations against staff must be dealt with in accordance with the Bradford Safeguarding Children Board (BSCB) Allegation Management procedures, which can be found on the Council's BSCB website. The schools Whistleblowing Policy sets out clear expectations in relation to staff wishing to raise concern about colleagues.

## **REFERRALS**

Staff must not hesitate in sharing concerns with the Designated Safeguarding Lead, no matter how small they may be. The Designated Safeguarding Lead will always treat such concerns seriously and respond accordingly. The procedures outlined in Appendix 1 to this policy (Flowchart) will be followed.

**When a referral needs to be made, the referral will be made by the Designated Safeguarding Lead to the Child Protection Unit: telephone: 01274 434343.**

It is not the responsibility of the staff to decide whether abuse has taken place or not. However, should any concerns be raised, they will be passed to the appropriate authority without delay by the Designated Safeguarding Lead.

Of paramount concern is the safety and physical/emotional well-being of the learner.

## **Training and support**

The Designated Safeguarding Lead for Child Protection and the nominated member of the Oastlers Governing Body (Mr Adrian Smith) for Child Protection will attend training, relevant to their role.

The Designated Safeguarding Leads are required to maintain continued professional development in child protection including refresher training course every two years. Staff at Oastlers will be expected to attend basic and broad based training in child protection, covering a variety of topics, so they are updated with developments and guidance to deepen their knowledge and understanding of child protection issues.

Records of all staff training are retained by the Headteacher.

All new staff members, including volunteers and contractors, where appropriate, must receive information on Oastlers School's child protection procedures as part of their induction.

### ***PROFESSIONAL CONFIDENTIALITY***

We will endeavour to ensure that parents/carers, Governing Body members and every adult working in, or associated with Oastlers School, understands the need for confidentiality as detailed in the Oastlers School Confidentiality Policy. We understand that confidentiality can never be guaranteed to the young person because any disclosure must be shared if it is in the young person's best interest.

### ***RECORDS and MONITORING***

At Oastlers we recognise that well kept records are essential to good child protection practice. We are clear about the need to record any concerns held about a learner(s) within our school, the status of such records and when these records may be shared with other agencies.

All records are stored securely and are not available for general staff access. Access to these records is only through the Designated Safeguarding Lead and/or the Headteacher.

The school's 'Safeguarding Group' meets fortnightly to discuss individual causes for concern and put into place strategies to support those in need. The group will also monitor and track those concerns that have been referred to children's social care. This may result in a re-referral to relevant agencies if the response is has not improved the situation of the child in need.

If a child transfers or leaves, the child protection file will be transferred to the learner's receiving Designated Safeguarding Lead, Headteacher or responsible receiving officer.

### ***ATTENDANCE at CHILD PROTECTION CONFERENCES/MEETINGS***

All child protection conferences will be attended as required. Usually the person attending will be the Designated Safeguarding Lead for child protection and/or the Head Teacher.

All members of staff are made aware of this policy on entry to employment in Oastlers School.

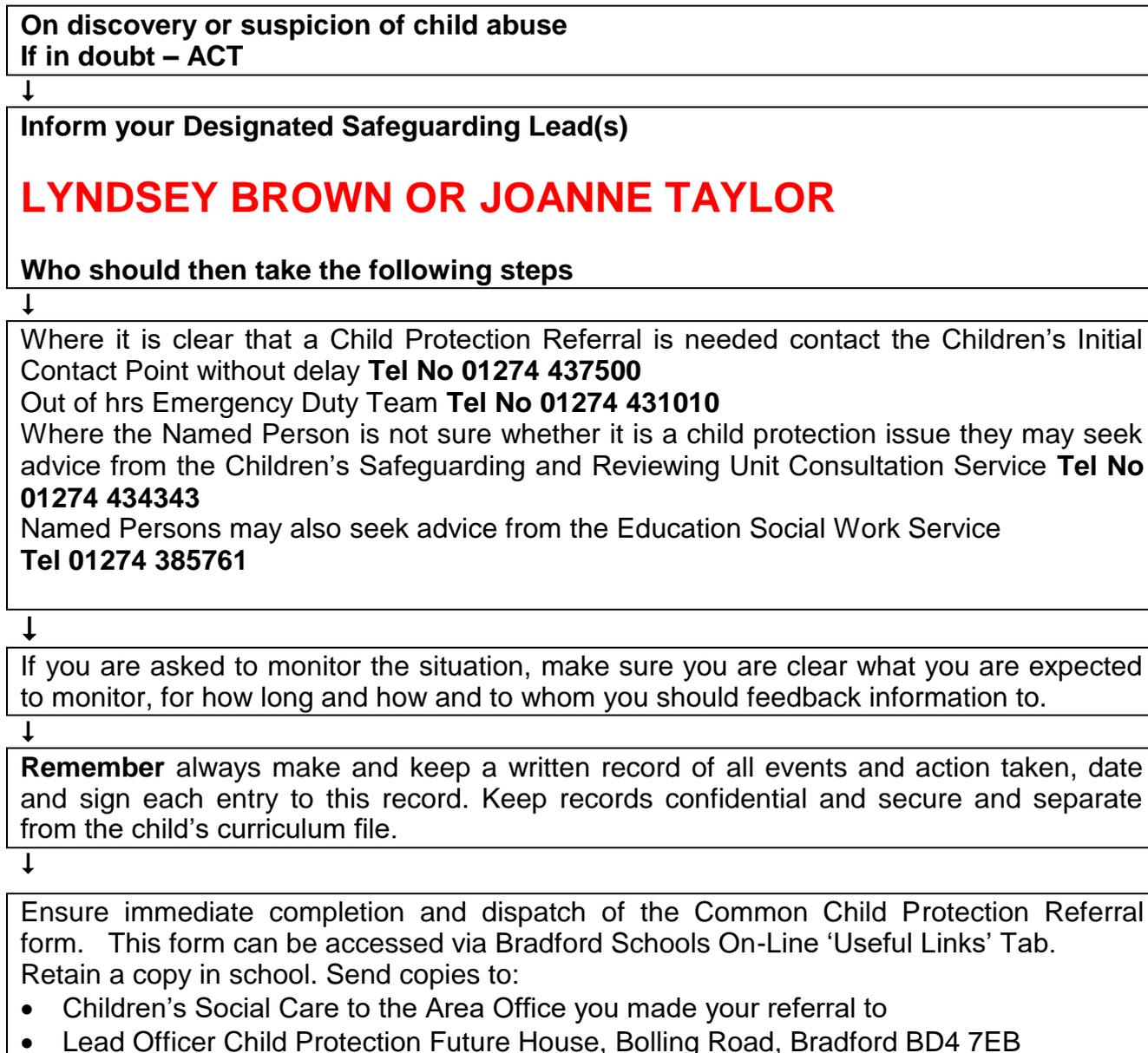
## **APPENDICES**

**APPENDIX 1 - Child Protection Flow Chart**

**APPENDIX 2 – Child Protection Practice Guidelines**

## APPENDIX 1

### Child Protection Procedures Flow Chart as of October 2010



### USEFUL TELEPHONE NUMBERS

Children's Safeguarding and Reviewing Unit Consultation Service: 01274 434343

Emergency Duty Team: 01274 431010

Children's Social Care Initial Contact Point: 01274 437500

Education Social Work Service: 01274 385761

Police: Javelin House, Child Protection Unit: 01274 376061

## APPENDIX 2

### Child Protection Practice Guidance

#### Understanding Child Abuse

*'Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger (e.g. via the internet). They may be abused by an adult or adults, or another child or children.'*

*Working Together to Safeguard Children 2015*

#### Definitions

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to: provide adequate food; clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers) or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is

aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Sexual Exploitation involves all of the above in an exploitative situation where young people receive something such as food, gifts, drugs, alcohol or money, in exchange for sexual activity. That sexual activity can appear consensual where the sex is provided in exchange of affection or gifts from an individual to organised crime by adults or groups. The perpetrator always holds power over the young person either by intimidation, threats, coercion which all increases as the exploitative relationship develops. Sexual exploitation may involve bullying, cyber bullying and grooming. It may not always be obvious that those being exploited are being exploited.

Female Genital Mutilation (FGM) comprises partial or total removal of the female external genitalia or other injury to female genital organs. It is essential that all staff at Oastlers complete the Home Office training module to gain deeper understanding of the indicators of this crime and what to do if it is suspected. All matters of FGM will be reported to the police. The reporting of all cases of female genital mutilation (FGM) is mandatory in accordance with Section 5B of the Female Genital Mutilation Act 2003.

Preventing Radicalisation is the process by which a person comes to support terrorism and forms of extremism or extremist ideology. It may be difficult to detect this and who is vulnerable to it but being alert to changes in a child's presentation and behaviour may indicate they need help or protection. The school will refer to Channel all those who are at risk of being exploited by radicalism as per outlined in Section 36 of the Counter Terrorism and Security Act (CTSA) 2015 guidance. Further information about the Prevent Duty can be found at [www.gov.uk/government/publications/channel-guidance](http://www.gov.uk/government/publications/channel-guidance). Oastlers will make referrals to Bradford's Channel Team if there is a belief any learner is at risk of radicalisation by contacting:

Andy Rose – Channel Co-ordinator, West Yorkshire Police  
[andrew.rose@westyorkshire.pnn.police.uk](mailto:andrew.rose@westyorkshire.pnn.police.uk)  
tel 07525 989331

Michael Churley – BMDC Prevent Co-ordinator  
[michael.churley@bradford.gov.uk](mailto:michael.churley@bradford.gov.uk)  
tel 01274 432816

## **Signs and symptoms of child abuse**

The following lists of signs and symptoms of possible child abuse are offered as an aid to understanding and are not diagnostic.

It is important to remember that very few signs and symptoms are in themselves conclusive evidence that a child has been, or is being abused. Most of the signs given could have acceptable explanations i.e. there are lots of reasons why children have nightmares or why they suddenly start wetting themselves at school. Most teachers already have a range of possible explanations for concerns they have about individual children; explanations gathered through the experience of working with children and their

families. What we ask is that child abuse be included in the range of possibilities when concerns are raised about individual children. Be alert to explanations, which do not seem to fit the circumstances and behaviour that is unusual for that particular child. Signs are more significant in clusters i.e. a child may have repeated urinary tract infections, but may also produce sexualised drawings, use sexual language and be disruptive in the classroom.

It is equally important to remember that where one sign/symptom is picked up at school in an individual child, a health visitor or another school may be concerned about a younger or older sibling.

The following lists should not then be viewed as checklists but should help to act as a reminder that where we see these signs or symptoms in children, child abuse should be within our range of possible causes.

**Remember: If you have any concerns about a child/young person you must speak to your Named Person for Child Protection.**

### **Physical Abuse**

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Untreated injuries.
- Admission of punishment which appears excessive.
- Fear of parent(s)/carer(s) being contacted.
- Bald patches.
- Withdrawal from physical contact.
- Arms and legs kept covered in hot weather.
- Fear of returning home.
- Fear of medical help.
- Self-destructive tendencies.
- Aggression towards others.
- Running away.

### **Emotional Abuse**

- Physical, mental and emotional development lags.
- Admission to punishment which appears excessive.
- Over-reaction to mistakes.
- Continual self-deprecation.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional responses to painful situations.
- Neurotic behaviour (eg rocking, hair twisting, thumb sucking).
- Self-mutilation /self-harm
- Fear of parent(s)/carer(s) being contacted.
- Extremes of passivity or aggression.
- Drug or solvent abuse.
- Running away.

- Compulsive stealing or scavenging.

### **Neglect**

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Frequent lateness or non-attendance at school.
- Untreated medical problems.
- Destructive tendencies.
- Low self-esteem.
- Neurotic behaviour (eg rocking, hair twisting, thumb sucking).
- Limitation/absence of social relationships.
- Running away.
- Compulsive stealing or scavenging.

### **Sexual Abuse**

- Sudden changes in behaviour or school performance.
- Displays of affection, in a sexual way, inappropriate to age.
- Tendency to cling or need constant reassurance.
- Tendency to cry easily.
- Regression to younger behaviour, (eg thumb sucking, acting like a baby, playing with discarded toys).
- Complaints of genital itching or pain.
- Distrust of a familiar adult, or anxiety about being left with a relative, baby-sitter or lodger.
- Unexplained gifts or money.
- Depression and withdrawal.
- Apparent secrecy.
- Wetting, day or night.
- Sleep disturbances or nightmares.
- Chronic illnesses, especially throat infections and venereal disease.
- Anorexia or bulimia.
- Self-mutilation, attempted suicide, frequently running away.
- Unexplained pregnancy.
- Fear of undressing for gym.
- Phobias or panic attacks.

### **Children Missing from Education**

Children who miss education repeatedly will be referred to the Education Social Work Service so the necessary steps can be taken to secure improved attendance. No child will be removed off the school roll unless the school is clear about the reason for removal and that it is compliant with Local Authority guidance. Staff at Oastlers will be vigilant about safeguarding concerns relating to attendance, such as travelling to conflict zones, risk of FGM or forced marriage. All absences will be followed up rigorously by the school.

**Remember:** Some children who are abused do not give out any recognisable signs and the risk for them, when they start talking about abuse, is that people will not be able to believe because they have no other indicators to back-up what the child is saying. Children who talk about being abused must always be taken seriously and procedures must always be activated. Research repeatedly shows that children rarely lie about abuse.

## **Listening to children and young people**

All staff have an important role in hearing what children have to say. They spend more time with children than any other person besides the parent(s)/carer(s) and school may provide a neutral place where the child feels safe to talk.

Teaching and non-teaching staff are skilled communicators with children. Communicating with children where abuse is suspected is more to do with sensitivity to the child's needs and awareness of your own responses, than learning specific new skills.

The first principle is to listen carefully to what a child is saying and treat it seriously. Children may fear that they will not be believed or that they will be punished for talking about abuse. You will need therefore, to tell the child that whatever has happened you are ready to hear about it and that you will not be cross with them for telling you.

Fear of the consequences of 'telling' is another common theme. It can be very tempting to offer a promise of confidentiality to a child. This is not realistic and a child needs to hear the truth about what will happen, together with a sincere offer of support through what may come.

Some of the following suggestions may help you feel more prepared when faced with a child talking about abuse.

### **Non Verbal Cues:**

If the child is speaking freely about what has happened to her/him then you can show the child that you are listening and understanding what s/he is telling you by:

- Occasional head nods;
- Giving appropriate eye contact (remember some children will find direct eye contact uncomfortable);
- Positioning yourself slightly to one side of the child, rather than directly opposite (it's less threatening);
- Do not cuddle the child if they are talking about the abuse. This can give mixed messages to the child and may stop the child from talking. For many children they want to tell about abuse at the same time as not wanting to tell and may quickly shut up if they sense the adult listening is finding the information difficult or shocking;
- Some children find reassurance in the adult holding their hand but be aware that in doing so, you may be responding to your own needs, rather than the child's.

### **Verbal Cues:**

- Never stop a child who is freely recalling significant events;
- If the child goes quiet or dries up after having started to tell you something, then feedback to the child what s/he has said using his/her language/words. Feeding back usually gives the child permission to continue;

- Where you feel the need to ask a question, make sure your question is open eg "And then what happened....?" "Is there anything else you would like to tell me....?"
- Do not ask leading questions i.e. questions, which direct or lead the child to give a certain answer eg don't ask - "Did your mum do that?" "Was it in your bedroom"? etc.

### **Recognise when you have enough information**

There is no need for you to question the details of what a child tells you or for you to probe deeper than the child seems able to go. When you have enough information to suggest child protection concerns - activate child protection procedures (remember, where a child is freely recalling events don't stop them, let them come to a natural pause). Give the child reassurance by telling them "It was good that you told" "You are very brave to tell" "You were right to talk about this; it must have been very difficult to tell".

### **Don't make promises you cannot keep**

You may want to say "This should not be happening to you and I/we need to talk to someone else about this". With older children you may want to take them with you to the Named Person so that they can hear and be part of the passing on of the information. An older child may even be present when the Named Person rings child protection. Including children in this way helps to empower the child/young person.

If you do need to leave the child at any point check how that feels for the child and be clear about why you need to leave them and when you will return.

### **Confidentiality - "If I tell you something will you promise not to tell anybody"**

Child protection information cannot be kept completely confidential. The welfare of the child (or children) is paramount.

Children should be sensitively told that information must be shared, be reassured that this is to protect their welfare and that the 'need to know' principle will be applied.

Listen to and take seriously the child's views/fears, they may inform how best to proceed.

### **Information Sharing**

Keeping children safe from harm requires professionals and others to share information. Often it is only when information is put together from a number of sources that it becomes clear that a child is in need or at risk of significant harm.

Personal information about children and families held by professionals is subject to a legal duty of confidence, and should not normally be disclosed without the consent of the subject. However, the law allows the disclosure of confidential information to safeguard a child (in the public interest).

The Children Act 1989, the Human Rights Act 1998 and the Data Protection Act 1998 provide the legal context for considering issues of consent and confidentiality.

Information can be shared without consent to safeguard a child (in the public interest); to prevent or detect a crime/disorder; to apprehend or prosecute offenders; in the interest of public safety; to protect health or morals or to protect the rights or freedom of others

## **Record keeping is essential**

- Child protection records should be separate from the main learner file, kept in a locked cabinet, accessible only by the head teacher and designated teachers.
- Child protection records are exempt from any open access policy.
- Information from third parties can only be shared with their consent.
- Make some very brief notes at the time and write them up as soon as possible if necessary. N.B. Do not destroy original notes.
- Record words child uses; don't translate to 'proper' words!
- Record statements, facts and observable things, not your views, interpretations, assumptions.
- Draw a diagram indicating position, size and colour of any bruising. Do not photograph
- Record non-verbal behaviours.
- Record date and time, sign (staff member not child) including your position in the establishment, and pass to designated person.

## **Monitoring**

Particularly relevant where there has been no direct disclosure, nor physical evidence, or the child has communication difficulties or is too young to give much information. Education staff are accustomed to monitoring, observing behaviour and are likely to know what is 'normal' for a particular child.

### **You must be clear what is to be monitored**

If you are asked to monitor, make sure you are given a clear plan of:

- what are you looking out for
- for how long
- how should you record your monitoring
- and who should you report to

### **Listening to children: Effect on adults**

Be aware of your own needs both throughout the process and afterwards.

Most people cope very well with the immediate effects of trauma, but 'go to pieces' afterwards.

Children talking about being abused can bring up all kinds of unexpected feelings in the adult listener.

Feelings can range from extreme sadness to extreme anger; memories of the adults own childhood can be triggered through listening to children's traumatic experiences.

Extreme, confused feelings will not be helpful in the classroom. Adults do need some form of recovery time after listening to a traumatised child. In developing our strategies for child protection we need to recognise the stress encountered by staff who have listened to the child.

**Remember:** Listening to children talking about abuse is very upsetting and it is important for staff to address these issues in supervision. Speak to your manager, without delay if you feel upset, or under stress, as a result of listening to a child.

## Staff Code of Conduct

For ease of reading, references will be made to 'school' or setting. This encompasses wherever our learners are, in or out of school either on trips, visits or residential experiences. The Code is applicable in all places where the children of Oastlers School find themselves in the company of Oastlers staff supporting them.

References made to 'child', 'learner' 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 learners, including those over the age of 18 years. 'Child' should therefore be read to mean **any learner** at Oastlers School.

References made to adults and staff refer to all those who work with learners at Oastlers School, 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 may pose a risk of harm to children.

## Purpose and Principles – does your behaviour help or harm the school?

The Code seeks to ensure that the responsibilities of Oastlers Governing Body towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor your own standards and practice and reduce the risk of allegations being made against you. It is also recognised that not all people who are working in the school and come into contact with our learners are paid or contracted employees. The principles outlined in this Code still apply and should be followed by any person whose work brings them into contact with children.

The Code will provide all staff with a clear message that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. Any resulting investigation will follow the schools disciplinary proceedings

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. Where there is any doubt about any issue either expressed in the Code, or not stated, please seek the guidance of your line manager.

All staff have a responsibility to be aware of systems within the school which support safeguarding. Safeguarding and child protection are a significant feature of the school explained in new staff induction and in regular staff training sessions. It is important to note that this Code sits alongside a number of other key policies, not least the child protection policy, and should be read in conjunction with the relevant policies outlined in this Code.

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and

very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This document aims to reduce the risk of these.

It must be recognised, however, that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. Allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely.

## **Underpinning principles**

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of learners
- 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 children
- 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 the National College of Teaching & Leadership (NCTL).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand Oastlers child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their Local Safeguarding Children Board (LADO) procedures.

## **Roles and Responsibilities – All staff**

It is the responsibility of all staff to read, understand and work in accordance with the Code of Conduct in order to:

- Maintain conduct of the highest standard and ensure confidence in one's integrity is sustained, and to be open, fair and honest in all activities at work
- Always act, and be seen to act, in the best interests in the child at all times
- Avoid any conduct that would lead any other to reasonably question motivation and intention
- Ask for any clarification on any aspect of the Code when there is uncertainty
- Incorporate and promote equality in diversity in all aspects of the school
- Ensure at all times the safety and wellbeing of Oastlers learners
- Ensure that all aspects of safeguarding Oastlers learners is upheld at all times
- Be clear on protocols and reporting systems for child protection
- Be clear about procedures on reporting allegations
- Ensure you report to your line manager in the event of a financial or personal interest arises during the course of your employment
- Take responsibility for your own action and behaviour

### **Teachers & Inclusion Leaders – all the above points plus:**

- Be a positive role model for all staff
- Ensure the Code is established and communicated
- Take appropriate action immediately to deal with non-compliance with the standards of the Code

### **Teachers – all of the above plus:**

- Uphold your wider responsibilities as set out in the Teachers Standards
- Ensure you keep up to date with relevant and current government legislation in your subject areas and wider responsibilities, including child protection and safeguarding updates
- Provide clarification on areas of the Code to improve staff understanding of its requirements

### **Senior Leadership Team – all of the above points plus:**

- Fully support the implementation of the Code consistently throughout the school community
- Lead by example in modelling behaviours, ways of working and best practise that supports the highest possible standards set out in the Code and the value underpinning it.
- Assess staff performance in relation to the Code and provide feedback to colleagues where necessary
- Ensure that safeguarding and child protection policies are distributed, adopted and implemented and monitored
- Ensure no staff are placed in situations that renders them vulnerable

## Conduct and Performance

The Governing Body, stakeholders and parents/carers of Oastlers School expect conduct of the highest standard from its staff. Confidence would be shaken should the least suspicion arise that any member of the team be influenced by improper motives. Improper motives in this list are neither exclusive nor exhaustive, of examples of offences which could be investigated under the remit of the schools Discipline and Capability Policy include:

- Theft, fraud, deliberate falsification of records, cheating (during exams)
- Physical violence (against learners or peers)
- Intimidation, threats of violence towards others
- Deliberate damage to property
- Being under the influence of alcohol or illegal drugs
- Serious negligence (failure to *recognise* a CP concern, children left unsupervised etc.)
- Serious acts of insubordination (failure to *report* CP concern, failure to share information etc)
- Misuse of the schools facilities including unauthorised use of computer and communications systems
- Conduct that is likely to discredit or be prejudicial to the interest of the school
- Serious breaches of health & safety provisions
- Harassment towards others specifically with respect to a person's age, ethnicity, race, religion or colour, gender, sexuality
- Serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998)
- Wilful insubordination (*deliberate* acts of negligence, withholding important information etc.)
- Accepting bribes or any other corrupt or dishonest practise
- Inappropriately communicating with learners outside of school hours either in person or via a third party, or by any method of electronic communication, letter or telephone
- Entering into a personal or sexual relationship with any learner
- Failure to report child protection concern
- Failure to report disclosure of allegation
- Abuse your position of trust to gain access to information about a learner or their family for your own advantage or threaten, intimidate or coerce learners for your own advantage or use your status to form or promote a relationship that is of a sexual nature or which may become so
- Inciting acts of terrorism or deliberate persuasion towards radicalisation
- Failure to store sharp or dangerous items safely and appropriately (including items left carelessly in sinks such as knives)
- Using personal mobile devices at any time during the school day in the presence of learners
- Smoking cigarettes (including E cigarettes) in or around the school
- Drinking high 'energy', fizzy or caffeinated drinks in the presence of learners
- Walking around with hot drinks in open top cups

- Eating sweets or chew gum in the presence of learners
- Consuming food stuffs considered to be 'junk foods' such as take away items, chips, fast food items etc.
- Engage in personal conversations that are inappropriate in the presence of learners
- Expose learners to inappropriate material on the internet or entertainment media (Xbox, Play Station etc.) or television/film

## **Sexual Conduct**

Any sexual behaviour by a member of staff is unacceptable. It is an offence for a member of staff in a position of trust to engage in any sexual activity with a learner. Any sexual activity with a child will lead to criminal/disciplinary procedures. Staff must not form any sort of sexual contact with any learner and avoid any contact or touch that could be considered to be indecent.

To be clear, staff should avoid conduct or communication that could be considered sexually suggestive, provocative or give rise to speculation. Staff should not make sexual remarks to or about any learner, even in mischief.

Staff should not discuss sexual matters with any learner or in the presence of learners unless it is part of an agreed lesson (PHSCE) or as part of an agreed role.

## **One to One situations**

Where possible, staff should not work in lone situations with learners unless their role specifically requires this (play therapy, hypnotherapy, safer schools, counselling, etc). Generally, staff should ensure they are not alone with children but if they are ensure the door is open (if possible) and report immediately if the learner becomes upset or distressed during this period. Arranging to meet any learner away from work is not permitted.

## **Home Visits**

If any member of staff is required to visit learners at home they must ensure the purpose for the visit has been authorised by the Headteacher and follow procedures outlined in the Lone Working Policy.

## **Educational Visits**

There are specific duties outlined in the Health & Safety at Work Act 1974 which outline regulations that must be applied to offsite educational visits. The Management of Health & Safety at Work Regulations 1999 imposes the duty that all activities must be fully risk assessed before they can take place. This is applicable to day visits and residential visits. Please refer to the schools School Visits Policy and Health & Safety Policy for more details about educational visits. No trip will be authorised by the Headteacher unless guidance is fully adhered to relating to off site visits. Under no circumstances should learners be taken off site on any unplanned visit/planned visit that is not compliant with the guidance. Removal of learners without proper planning and permissions will result in disciplinary procedures.

## **Transporting Learners**

At times staff at school are required to transport learners to various sites such as college or work experience. Staff must not offer to give any learner a lift unless the need for this

has been agreed with your line manager. Whilst in the vehicle, learners must wear seatbelts whilst the vehicle is in motion and ideally be placed in the rear of the car if possible. Any staff member who is authorised to carry learners must have an appropriate licence and business use on their insurance policy. During the journey, ensure the route planned is safe and direct. Staff must not undertake other business or digress from the planned route unless in an emergency situation such as road works.

## **Respect and Equality**

Staff should always remember their responsibilities to the school and the school community. You should act, at all times, in a courteous and respectful manner towards peers and all connected to the school, including visitors. There should be mutual respect to the diverse roles that exist within the school and individuals be treated with fairness, dignity and respect. Dignity at work is crucial to the Code. Staff are expected to be highly supportive of one another in what can be a stressful environment. Staff must act in a way that demonstrates high levels of emotional intelligence so that peer support is successful and meaningful.

## **Contact with the Media**

No member of staff shall disclose to the public or the media information about the school or confidential meetings that take place in the school or confidential information about any member of the schools community, including children and their families or staff, without consulting the Headteacher.

## **Photography, videos and other images**

The school uses photography and recording devices for displays, publicity, special events and to provide records of achievement. The school will seek parental/carer permission at the time of admission as to whether an individual's image can be recorded and used in this way. Staff must make sure that they are aware of which learners have been granted permission and those who have not. Staff must only take a photograph of any learner if the learner is happy for them to do so and ensure the photograph you wish to take is for a legitimate purpose only. Staff must not take photographs of any kind on their personal devices. Staff must not take photographs of learners in any state of undress such as at swimming or in PE. Staff must not take photographs of any learner that could be considered sexual or indecent.

## **Confidentiality**

The storing and processing of personal information is governed by the Data Protection Act 1998. Staff should refer to the schools Data Protection Policy. The policy covers information stored about staff and learners alike.

Staff may have access to confidential information about learners and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a learner or her/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 the child. 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 learner's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a learner, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, to the schools Designated Safeguarding Lead.

If a learner – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the schools child protection procedures. The adult should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to the Headteacher.

### **Physical Contact including Behaviour Management, the use of Physical Intervention**

This element of the Code is detailed in the schools Positive Behaviour Policy, Safe Touch Policy, and Care & Control Policy.

### **Information Security – personal information**

Staff should positively prevent information misuse by:

- Protecting your personal information against unauthorised access by any learner
- Ensuring your personal mobile telephone or home telephone number is not disclosed to any learner
- Ensuring learners cannot access your Face Book or any other form of social media site
- Do not share personal or work email addresses with learners
- Ensuring you do not disclose your personal address or personal details with any learner
- Maintain the integrity of any personal information at all times

For further support and information about information sharing (electronic or otherwise) please refer to the child protection policy and your ICT Acceptable use Policy. Speak with the schools ICT network manager or your line manager about all matters relating to personal information security.

For breaches of any kind relating to disclosing personal details to children will result in referral to LADO and subsequent investigation.

### **Communication with children**

In order to make best use of the many educational and social benefits of new and emerging technologies, learners need opportunities to use and explore the digital world. E-safety risks are posed more by behaviours and values than the technology itself.

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and

emerging technologies may be used.

Staff must not communicate with learners via the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand held devices. (Given the ever changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role by those in positions at school that require this level of contact. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'. To this end, staff must not communicate/make contact with any learner or respond to any learner outside of the purposes of work. If a learner attempts to make contact with any member of staff via any of the above mediums, it must be reported immediately.

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager immediately. The learner must then be blocked so that future contact cannot be achieved.

Staff should adhere to the schools policies, including those with regard to communication with parents and carers and the information they share when using the internet.

### **Contact outside the workplace**

It is acknowledged that staff may have genuine friendships and social contact with parents/carers of learners, 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 learners or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a learner or parent seeks to establish social contact, or if this occurs coincidentally, 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.

### **Financial/Prejudicial interests**

Staff must declare in writing to the Headteacher any financial interests or dealings they or any other person living with them, any close member of their family, close friend or business associate may have in any business or contract which may have a business relationship with the school. This may not affect the business relationship but it must be logged and approved by the Governing Body.

### **Relationships – personal relationships**

All staff must declare to their line manager or the Headteacher any situation where their impartiality, objectivity, or honesty may be compromised due to their being related to or having a close relationship with someone at work.

The Headteacher may move a person to a different area or class for example, whose close personal relationship is likely, in the opinion of the Headteacher, to prejudice discipline, or be detrimental in any way to the school while they remain in post. This must not necessarily be interpreted as a negative move or action.

Staff who marry, register a civil partnership or form a close personal relationship during employment in the same work area will not be expected to move unless circumstances arise which make such a change appropriate for personal, operational or management reasons.

### **Contractors and Procurement**

Any relationship or friendship with external contractors or potential contractors should be made known to the Business Manager. Orders and contracts are awarded fairly by honest competition. If staff are related to any of its contractors, they should inform the Business Manager so as to avoid any conflict of interest.

### **Confidential Reporting Procedure (Whistle Blowing)**

Oastlers School is committed to the highest possible standards of openness, probity and accountability, and expects any staff that becomes aware of activities or actions that they believe are illegal, improper, unethical or otherwise inconsistent with the Code to report the matter **immediately** to your line manager. For **ALL** matters that relate to child protection the report goes immediately to the Designated Lead for Safeguarding. For **ALL** matters relating to allegations against staff the report goes immediately to the Headteacher, unless it is about the Headteacher in which case the report goes to the Chair of Governors.

Staff must also ensure the schools assets are protected and report immediately to their line manager any concerns about dishonesty or impropriety which they suspect has occurred or is likely to occur. Initial enquiries may lead to an investigation but should any member of staff make an allegation which transpires to be frivolous, malicious or for personal gain, the Governing Body would deem this to be serious which may lead to disciplinary action.

Once you have made senior managers aware of your concerns, you should not make any public statements about it as you may be expected to assist in any investigation or hearing into the suspected misconduct.

### **Health & Safety**

The Health & Safety at Work Act 1974 places a duty on all staff, whilst they are work, to take reasonable care for the health & safety of themselves and others. You are legally bound to comply with all safety rules and instructions. The schools Business Manager, with support from the Estate Manager and the Council, will ensure that there are safe

working practises and safe premises. The Business Manager will arrange for you to receive appropriate training to discharge your responsibilities for health & safety.

### **Other employment**

Staff must not allow their private interests to come into conflict with their work at the school. You are required to devote your time and service to the work of the school and may not engage in other business or take up any other additional employment whilst you are required to be in school, during normal school hours. Other employment must not impact on, distract or cause conflict with your employment with the school. Regardless of scale or post, all staff (paid or voluntary) who undertakes additional work must inform their line manager in order to comply with the Working Time Regulations 1998.

### **Absence**

Staff must comply with the rules regarding attendance and absence. All absences must be reported no later than 8.00am on the first day of absence, by telephone, in person. Next of kin may report absence if it is not possible to do in person. Texting or email is not acceptable. Once sickness begins, you should maintain contact with the school regularly. Fit Notes from a doctor will be required following the first weeks self-certification of absence followed by a return to work interview upon return to work. Longer period of illness may result on a referral to Occupational Health but it is important at all times to keep in touch with your line manager.

### **Alcohol, drugs and other substance misuse**

The school operates at all times a non-smoking policy in or around its grounds promoting the health and well-being of all staff and learners to minimise the problems arising out of the effects of smoking, alcohol, drugs (whether prescribed or illegal), solvents etc.

Staff are encouraged to seek help from their GP or Occupational Health as soon as they believe they have problem. Any referral to Occupational Health is confidential and as such will be handled sensitively and confidentially. In order to trigger a self-referral to Occupational health, please speak with your line manager.

Any staff whose performance at work falls below acceptable standards or who cause danger or inconvenience as a result of alcohol, drugs or other substance misuse will be the subject of the schools Disciplinary and Capability procedures.

If you are taking prescribed drugs you should inform your line manager if any such drugs are likely to have an effect of your ability to teach, use equipment safely or manage children etc in the interest of health & safety of all.

### **Fidelity – commitment and loyalty to the school**

Staff have common law duties implied in your contracts that generally reflect the personal nature of the contract. These duties require staff to obey lawful and reasonable instructions, serve the employer in carrying out your work (such as teaching, supporting, cooking, cleaning etc.) and exercise reasonable care and skill in carrying out their work. Staff should not disclose confidential information about the school if and when employment comes to an end. Serious breaches of these terms could, if proven, lead to disciplinary or legal action being taken against any employee.

### **Personal Appearance**

The school expects all staff to observe a standard of dress which is appropriate to the nature of work undertaken. All staff should adopt a professional appearance and observe a high standard of cleanliness and personal hygiene.

Staff are not allowed to wear excessive and highly visible jewellery. Nose, lip and other facial piercings are not allowed. Jewellery must be kept to a minimum, such as necklaces, earrings, rings because they can be hazardous or get caught or pulled. Injury arising from the wearing of inappropriate jewellery will invalidate any claim against the school.

Hair dyes should be colours that are natural and tastefully applied. Hair designs that include shaved patterns and eye brows shaved in a similar manner are not permitted.

Tattoos on the face or above the collar are not permitted. To retain a professional image, all tattoos, where feasible, should be covered. Anyone who has a tattoo that could be construed as offensive to any religion or belief that is discriminatory, violent or intimidating will be subject to investigation and disciplinary proceedings.

Men should wear shirt, tie, smart trousers and jackets or suits with smart shoes. Women should not wear clothing that exposes excess flesh, cropped tops, halter neck tops, leggings or skirts that are above the knee are not permitted. A useful rule of thumb for females would be '*if you can see up it, down it or through it*' it is not permissible. Females must wear sensible shoes with heels no higher than 4 inches. Anything higher would constitute a health & safety hazard.

The items below are not permitted:

- Casual t-shirts or t shirts with slogans or brand names
- Trainers or flip flops
- Baseball caps
- Sportswear (unless required for PE staff who must wear school supplied or agreed items)
- Shorts (PE staff can wear when appropriate)
- Jeans or denim skirts
- Extreme fashion wear

The exceptions are on non-uniform day or training days where smart casual can be then worn.

## **Use of School Property and Facilities**

The school's assets and facilities, including stationary, tools, office telephones, mobile telephones, personal computers and laptops, machinery, photocopiers, work areas and car park may only be used for official purposes unless permission, from the Headteacher, has been given for private use.

The restriction also applies to word processors, software and data, which should not be used for private purposes or removed from the school unless permission has been sought from the Headteacher.

While the rule generally applies, staff should be considerate of common sense, so that a situation can never arise whereby suspicion is aroused unduly. Do not assume colleagues are taking advantage of their position without good reason.

All school resources must be used efficiently to avoid wastage, loss or damage. If property has been removed for official purposes it must be returned and the use of lap tops and other school items such as door pass and fobs must be returned if you leave employment.

## **Gifts & Rewards**

Staff must not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when learners or parents/carers wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Similarly, staff must not give such personal gifts to learners or their families. This could be interpreted as a gesture either to bribe or grooming. It might also be perceived that a 'favour' of some kind is expected in return.

Staff are not allowed to trade items with learners such as X-Box games, CD's or DVD's, mobile telephones etc.

Gifts that would be deemed inappropriate to accept would include:

- Alcohol, drugs or cigarettes
- Perfume/after shaves
- Jewellery
- Personal items of clothing
- Gift Tokens
- Books/DVD's/CD's
- Computer Games (or other platforms)

Staff should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when learners are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria. The schools Positive Behaviour & Discipline Policy makes clear arrangements for exclusion.

## **The Register**

The Register referred to in this Code is to be maintained by the Business Manager and will be subject to scrutiny by the Governing Body.

This Code of Conduct has been written and produced in October 2015 and will be reviewed in October 2016 or sooner.

**Other Policies that are essential to read alongside this document include:**

- **Confidentiality Policy**
- **eSafety and ICT Acceptable Use Policy**
- **Safe Touch Policy**
- **Positive Behaviour Policy**
- **DAP Care & Control Policy**
- **Health & Safety Policy**
- **Whistle Blowing Policy**
- **Data Protection Act 1998**
- **Capability Policy**
- **Disciplinary Policy**
- **Equality Policy**
- **Attendance Management Policy**

- **Health & Safety Policy**
- **School Visits Policy**
- **Curriculum Policy**
- **Prevent Policy**