



UNSWORTH PRIMARY SCHOOL

Staff Behaviour Policy (Code of Conduct)



Overview

Unsworth Primary School seeks to provide a safe and supportive environment which secures the well-being and very best for all pupils. This document clarifies what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.

If a member of staff or volunteer does not follow this policy it may lead to disciplinary procedures.

Scope

The policy applies to all adults working at Unsworth Primary School whatever their position, roles or responsibilities. For the purposes of this document, any adult working in this setting will be named collectively as 'staff'.

The policy is predominantly geared towards safe working practices for the protection of children and in this regard should be read in conjunction with Unsworth Primary School's Child Protection Policy. However, this policy also encompasses other general aspects of conduct expected within Unsworth Primary School.

This policy cannot cover every eventuality. Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law. In respect of teachers specifically, this policy supplements the Teachers' Standards.

General Principles

As employees of Oak Learning Partnership staff are expected to carry out their duties in accordance with both the Partnership's and the school specific policies/procedures.

Staff are expected to uphold the following principles:

Selflessness: your decisions must be taken in terms of the values and mission of the school and not in order to gain financial or other material benefits.

Integrity: you must not place yourself in a situation where your position is compromised.

Objectivity: all decisions must be made on merit alone.

Accountability: you must accept accountability for your decisions and actions.

Openness: you should be as open as possible about all your decisions and actions.

Honesty: you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.

Leadership: you must support and promote these principles by example.

Conduct: you must avoid bringing the school into disrepute (e.g. by the use of social networks or the internet).

Respect: you must treat others with respect.

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PERSONAL PROFESSIONALISM

PERSONAL PROFESSIONALISM	
1 Attendance	
<p>Staff contracts of employment contain the main terms and conditions of their employment with the school.</p> <p>It is expected that staff are available for work during contracted hours.</p> <p>All Staff must sign in to and out of the school premises using the digital sign in located in the main reception area during their contracted hours. They must record their non-attendance in accordance with the school's procedure. Should attendance dip to an unsatisfactory level, staff will be required to attend an attendance meeting with either the Head Teacher or with representatives from Oak Learning Partnership. Legitimate reasons for absence and the period allowed are laid out in the school's/Partnership's Leave of Absence Policy.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Sign into and out of the school site at all times of employment.</i> • <i>Attend work for the correct number of hours per day and days per year.</i> • <i>Notify school of non-attendance by following the agreed procedure.</i> • <i>Familiarise yourself with the leave of absence policy.</i>
2 Health and Safety	
<p>All staff have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety Policy.</p> <p>Staff are required to act at all times in accordance with this policy and generally to act in such a way to ensure their own safety and that of others.</p> <p>Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may result in disciplinary action being taken.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Attend all statutory training on health and safety at work and work with the LT to organise alternative training should you be absent.</i> • <i>Act in such a way to ensure the safety of themselves and others.</i> • <i>Follow the Health and Safety Policy of school.</i>
3 Fitness for Work	
<p>The school accepts that alcohol is legally and freely available. Therefore staff must ensure that the use of alcohol out of work does not adversely affect staff work performance, the health, safety or welfare of themselves or others and does not damage the school image and reputation.</p> <p>Staff must not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.</p> <p>If taking medication, staff must seek the advice of their doctor to ensure that such medication will not impede their ability to do their job. Staff must inform the Head Teacher of any situations where a risk to themselves or others may arise because of this.</p> <p>In all other circumstances where fitness is in question (medical or physical), the school will respect the decision of the staff's own doctors as long as this is in writing. The School will use its Occupational Health contractors to support any member of staff deemed unfit to work.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Ensure that the use of any drug (including alcohol) out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the school into disrepute.</i> • <i>Conduct a risk assessment with the Head Teacher if advised from external professionals.</i>
4 Smoking	
<p>School is a non-smoking organisation, including the use of e-cigarettes.</p> <p>Staff are not permitted to smoke in any of the school's offices, or any other building or grounds (including the car park) owned or occupied by the school at any time. Smoking whilst on the school's premises may be subject to disciplinary action.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Find an appropriate place to smoke that is: away from the school building and grounds, is away from any school windows and is out of sight of children.</i>
4 Eating & Drinking	
<p>Staff should not carry hot drinks around school. If hot drinks are taken out of the staff room, they must be kept in safety cups.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Only use safety cups for carrying</i>

<p>Within classrooms safety cups should be kept on the sink area and not placed on tables or surfaces around school. It is the responsibility of individual staff members to remove and clean used cups or crockery after use.</p> <p>Food should not be consumed within classrooms or around school when children are present (unless lunch/breakfast is part of a supervision activity) and generally should be eaten within the staffroom, unless agreement has been made otherwise with the Head teacher.</p>	<p><i>hot drinks and ensure that if these are taken to classrooms or within the hall they are removed and cleaned when finished with.</i></p> <ul style="list-style-type: none"> • <i>Consume breakfast/lunch within the staffroom unless undertaking supervision activities.</i>
<p>5 Mobile Phones</p>	
<p>Staff are not permitted to make/receive calls/texts during work time where children are present (excluding break times) unless specific agreement is made with the Head Teacher.</p> <p>Staff should ensure that mobiles are on 'silent' at all times whilst in classrooms with children and in staffrooms and where possible left in lockers or in bags. They should not be left on display nor used whilst walking through the building or around the school site. Staff are not permitted to use recording equipment on their mobile phones. (Please read photographic images section below)</p> <p>Parents of children or children themselves should not be contacted on personally owned mobile devices and staff contact details should not be shared.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>ensure phones are switched off or switched to 'silent'.</i> • <i>ensure mobile phones are not used during teaching periods, unless permission has been granted by a member of the Senior Leadership Team, in emergency circumstances.</i> • <i>not contact any parent or pupil on personally owned devices.</i> • <i>not use any personally owned mobile device to take images, video or sound recordings without permission of the Headteacher.</i> • <i>In the case of off-site trips & visits, inform the Head Teacher should a mobile phone be used in an emergency circumstance.</i>
<p>6 ID Badges</p>	
<p>All staff should wear their identity badges at all times. This is particularly important if staff visit public places, visit other schools or are on a trip with the children. Where the LT decide that it is not practical to wear identity badges then staff should have them available for inspection at all times.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Have their ID badges on show at all times unless the LT deem it inappropriate.</i>
<p>7 Criminal Charges and Convictions</p>	
<p>The school and Academy Trust requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere. The school also requires staff members to notify them of any criminal charges or convictions whilst employed at the school. It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the school in either case will constitute grounds for disciplinary action.</p>	<p><i>Staff must:</i></p> <ul style="list-style-type: none"> • <i>Notify the school in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.</i> • <i>If charged with an offence, advise the school as your employer immediately after you are charged (i.e. next working day).</i>
<p>8 Dress and Appearance</p>	
<p>Staff should consider the manner of dress and appearance appropriate to their professional role. We require pupils to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake, including appropriate, safe jewellery. This also includes the wearing of appropriate footwear for PE sessions.</p>	<p><i>This means that staff should ensure their appearance and clothing:</i></p> <ul style="list-style-type: none"> • <i>promotes a positive and professional image.</i> • <i>is appropriate to their role.</i> • <i>is appropriate to the activities being conducted, including PE</i>

<p>Large tattoos should be covered.</p> <p>Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.</p>	<p>sessions.</p> <ul style="list-style-type: none"> • <i>is not likely to be viewed as offensive, revealing, or sexually provocative .</i> • <i>does not distract, cause embarrassment or give rise to misunderstanding.</i> • <i>is absent of any political or otherwise contentious slogans.</i>
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9 Other Employment

<p>It is important that staff ensure that any additional employment does not conflict with the interests of the school or affect their ability and credibility to do their job and work the hours stated in their contract.</p> <p>Where staff have more than one job, both the school and their other employer(s) are responsible for ensuring that the 48 hour week is complied with. Staff should therefore ensure that they inform the Head Teacher Teacher/ Line Manager about any work they undertake for other employer(s). (Staff may opt to work more than 48 hours per week and should they wish to do so, they will need to complete a 'Working Time Regulations Opt Out Agreement' and submit it to the Head Teacher Teacher)</p>	<p>Staff must:</p> <ul style="list-style-type: none"> • <i>ensure that the school, its professional status, your contracted role or the safety of the children are not adversely affected by other employment.</i> • <i>ensure that school time and equipment are not utilised in connection with any other employment.</i> • <i>If in doubt, the best thing to do is to discuss the circumstances with the Head Teacher.</i>
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10 Intellectual Property and Copyrights

<p>All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by the staff in the course of their duties belongs automatically to the school. Unless otherwise agreed, staff cannot exploit the rights to any such thing without written permission from the school.</p>	<p>This means that staff :</p> <ul style="list-style-type: none"> • <i>should make clear any intention to copyright, design or patent anything created or invented in the course of their duties.</i>
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11 Equipment and Materials

<p>Equipment and materials purchased by and for the school are the property of the school and should not be taken off site for personal use. This extends to display materials that have been created using school resources, which should be left within classrooms if a staff member leaves the school. Should there be a circumstance where equipment is needed at home (for example planning or preparation) then specific authorisation should be sought from the Head Teacher.</p> <p>Any equipment or materials removed from the school site with or without permission become the liability of the staff member and not the school. They must be replaced by the staff member should they be lost, stolen or damaged.</p> <p>The school phone systems can be used for personal calls within reason and for appropriate purposes in exceptional circumstances.</p>	<p>This means staff should:</p> <ul style="list-style-type: none"> • <i>Not use the equipment of the school for unauthorised purposes on or off the site.</i> • <i>Not use the school grounds or buildings for unauthorised purposes.</i> • <i>Seek the permission from the Head Teacher to remove materials or equipment from the school site, including display materials.</i> • <i>Only make personal telephone calls and emails when necessary and within reason.</i>
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PROFESSIONAL BEHAVIOURS

12 Propriety and Behaviour

<p>All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in and out of school in order to maintain the confidence and respect of their peers, pupils and the public in general. Staff should be mindful of the language that they use to ensure that offence is not caused to others.</p>	<p>This means that staff should not:</p> <ul style="list-style-type: none"> • <i>behave in a manner in or out of school which would lead any reasonable person to question their suitability to work with pupils or act as a role model.</i> • <i>make inappropriate remarks to a pupil (including in person, email,</i>
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<p>An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.</p> <p>Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.</p>	<p><i>text messages, phone, social media, letter etc.)</i></p> <ul style="list-style-type: none"> • <i>make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).</i> <p>Staff must:</p> <ul style="list-style-type: none"> • <i>Be aware that their behaviour in their personal lives may impact upon their work with pupils</i> • <i>Teachers must abide by the additional requirements in part two of the teachers' standards: personal professional conduct</i>
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13 Exercise of Professional Judgement

<p>This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils which could contravene this guidance or where no guidance exists.</p> <p>Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.</p>	<p><i>This means that where no specific guidance exists staff should:</i></p> <ul style="list-style-type: none"> • <i>discuss the circumstances that informed their action, or their proposed action, with the Head Teacher or Assistant Head Teacher. This will help to ensure that the safest practices are employed and reduce the risk of action being misinterpreted.</i> • <i>always discuss any misunderstanding, accident or threats with the Head Teacher or Assistant Head Teacher.</i> • <i>always record discussions and actions taken with their justifications.</i>
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14 Following Instructions

<p>Staff are expected to follow all reasonable and lawful instructions from a person with the authority to issue such instructions unless:</p> <ul style="list-style-type: none"> • There is a danger to a person's health and safety. • A conflict of interest may exist. • It does not comply with school policy and practice. 	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Explain to the Head Teacher why reasonable and lawful instructions have not been followed.</i>
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15 Confidentiality

<p>Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil. Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil'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 pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>are expected to treat information they receive about pupils in a discreet and confidential manner.</i> • <i>in any doubt about sharing information they hold or which has been requested of them should seek advice from the Head Teacher or Assistant Head Teacher.</i> • <i>need to be cautious when passing information to others about a pupil.</i> • <i>need to know to whom any concerns or allegations should be reported.</i>
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<p>only to those with designated child protection responsibilities. 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 Head Teacher or Assistant Head Teachers. Any media or legal enquiries should be passed to the Head Teacher or Assistant Head Teacher.</p> <p>Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances nor should they promise to keep a secret.</p> <p>Additionally concerns and allegations about adults should be treated as confidential and passed to the Head Teacher without delay.</p>	
16 Whistleblowing	
<p>Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistle Blowing Policy.</p> <p>Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>report any behaviour by colleagues that raises concern.</i>
17 Sharing Concerns and Recording Incidents	
<p>All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.</p> <p>In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to the Head Teacher. Early discussion with a parent could avoid any misunderstanding.</p> <p>Members of staff should feel able to discuss with the Head Teacher any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.</p>	<p><i>This means that staff :</i></p> <ul style="list-style-type: none"> • <i>should be familiar with Unsworth Primary School's Child Protection procedures.</i> • <i>should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace – See Child Protection Policy for further information.</i>
18 Publications and Dealing with the Press	
<p>Any publications or dealings with the press that are directly linked to or involve the school must first be discussed with the Head Teacher.</p> <p>Where requests for comments are received they should be passed on to the Head Teacher.</p> <p>Where staff wish to publish an article unconnected with the school then the article must not link them to the school.</p>	<p><i>Staff should not:</i></p> <ul style="list-style-type: none"> • <i>Publish any material which comments on the activities, policies etc. of the school without the consent of the Head Teacher.</i> • <i>Make comments to the press or media unless specifically authorised to do so.</i>
19 Political, Sexual, Religious and Ethnic Neutrality	
<p>The school will not concern itself with the beliefs of individuals, however the staff must not allow their own beliefs to interfere with the work of the school. The staff must be seen to be neutral at all times and teach in line with the agreed curriculum. No action by the staff should be interpreted as trying to force or persuade children into a particular way of thinking or acting.</p>	<p><i>Staff Must:</i></p> <ul style="list-style-type: none"> • <i>Adhere to the school's Prevent Duty Policy at all times.</i> <p><i>Staff should not:</i></p> <ul style="list-style-type: none"> • <i>display posters or literature in any place of work.</i> • <i>Make additions to the agreed curriculum.</i>

	<ul style="list-style-type: none"> • <i>Seek to impose your beliefs onto children.</i>
20 Equal Opportunities	
<p>The School is committed to the promotion and implementation of equal opportunities both internally and externally.</p> <p>The School aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.</p> <p>The School will recognise the differences which exist and will seek to understand the needs of people within these groups within school.</p> <p>The School expects all its employees to uphold its Equalities Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p>	

PROFESSIONALISM AROUND CHILDREN	
21 Duty of Care	
<p>Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.</p> <p>All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.</p> <p>There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.</p> <p>Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practice.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.</i> • <i>always act, and be seen to act, in the child's best interests.</i> • <i>avoid any conduct which would lead any reasonable person to question their motivation and intentions.</i> • <i>take responsibility for their own actions and behaviour.</i> <p><i>This means that Unsworth Primary School should:</i></p> <ul style="list-style-type: none"> • <i>ensure that safeguarding procedures are in place and reviewed.</i> • <i>ensure that systems are in place for concerns to be raised.</i> • <i>ensure that adults are not placed in situations which render them particularly vulnerable.</i>
22 Power and Position of Trust	
<p>All adults working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.</i> • <i>use their power to intimidate, threaten, coerce or undermine a</i>

<p>Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.</p> <p>Where a person aged 18 or over is in a position of trust with children under 18, it is an offence for the person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.</p>	<p><i>pupil.</i></p> <ul style="list-style-type: none"> • <i>use their status and standing to form or promote a relationship with a student, which is of a sexual/personal gratification nature.</i> • <i>attempt to initiate a relationship with a recent ex-pupil, which is of a sexual/personal gratification nature.</i>
<p>23 Gifts</p>	
<p>Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.</p> <p>There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.</p> <p>Members of staff may not give personal gifts to individual pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions and to buy whole class 'treats' as rewards or at Christmas.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>ensure that gifts received or given in situations which may be misconstrued are declared.</i> • <i>ensure that gifts of significant value are declared.</i> • <i>generally, only give gifts to an individual young person as part of an agreed reward system.</i>
<p>24 Curriculum</p>	
<p>Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.</p> <p>The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions requires careful judgement and staff may wish to take guidance in these circumstances from the Head Teacher.</p> <p>Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>have clear written lesson plans where appropriate content and resources are outlined.</i> • <i>Stay within the agreed curriculum for planned discussions.</i> • <i>Discuss with the LT, let parents know and record any conversations/discussions which arise that are unplanned.</i>
<p>25 Photography, Videos and Other Creative Arts</p>	
<p>Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.</p> <p>Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.</p> <p>Using images of children for the school's publicity purposes has already had the consent of parents through the consent forms at the start of the year. Images should not be displayed on other websites, in publications or in a public place without additional consent.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.</i> • <i>ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.</i> • <i>ensure that all images are available for scrutiny and staff are able to justify images of children in their possession.</i> • <i>avoid making images in one to one</i>

	<p>situations.</p> <ul style="list-style-type: none"> • Discuss with the LT whether or not the use of a personal camera/phone/ device may be appropriate and delete all images once transferred onto school systems. <p>This means that staff should not:</p> <ul style="list-style-type: none"> • have images of pupils stored on personal cameras, phones, devices or home computers. • make images of pupils available on the internet, other than through the school network/website with permission from parents and senior teachers.
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26 Internet Use	
<p>Unsworth Primary School has a clear policy about access to and the use of the Internet. Please refer to the acceptable use policy for further guidance.</p> <p>Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.</p> <p>Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if, as a result, pupils might be exposed to inappropriate or indecent material.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> • Read, sign and adhere to the school's Acceptable Use Policy.

NON-PHYSICAL CONTACT WITH CHILDREN	
27 Communication with Pupils (Including the use of technology)	
<p>Communication between pupils/former pupils under 18 and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the pupil, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.</p> <p>Adults should also be circumspect in their communications with pupils/former pupils under 18 so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers unless the need to do so is agreed with the Head Teacher and parents. E-mail or text communications between an adult and a pupil outside agreed protocols will lead to disciplinary and/or criminal investigations. This also includes communications</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> • communicate with pupils in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used. • Not give their personal contact details to parents of pupils, including their mobile telephone number. All communication with parents should be done through the school's phone number. • only make contact with pupils for professional reasons. • not use internet or web-based communication channels to send personal messages to a pupil. • not have images of pupils stored on personal cameras, devices or home computers. • not make images of pupils available on the internet, other than through the school network/website, without permission from parents and senior teachers. • Be cautious in their contact with ex-pupils, as there is still a professional relationship

<p>through internet based web sites, such as social networking, instant messaging or gaming. Communication with former pupils who are over 18 is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils. Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.</p>	<p><i>and there may be contact with current pupils.</i></p>
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28 Social Contact	
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<p>Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with the Head Teacher. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.</p> <p>Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership. If pupils do become aware of staff's gamer tag they must change it.</p> <p>Staff who have children at the school and therefore may have pupils at their home (child friends) must make the Head Teacher and the parents of the children aware so that complete transparency is maintained. Staff still remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Where activities in the home might include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, the LT and parents should be informed of these prior to the start of the activity.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>have no secret social contact with pupils.</i> • <i>consider the appropriateness of the social contact according to their role and nature of their work.</i> • <i>advise the Head Teacher of any social contact they have with a pupil or parent which may give rise to concern.</i> • <i>report and record any situation, which they feel, might compromise the school or their own professional standing.</i> • <i>Report to the LT and parents any circumstance where pupils have entered the home as friends of a child. Give prior notice if this involves an overnight stay.</i>
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29 Social Networking Sites and Online Gaming	
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<p>Unsworth Primary School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are 'locked down' as private so that pupils or parents do not have access to their personal data or images. Staff must deny current or recent students access to their profile so they do not put themselves in a vulnerable position.</p> <p>Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.</p> <p>If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) the Head Teacher should be informed immediately.</p> <p>Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.</i> • <i>Do not permit current and recent pupils or parents to have access to your profile.</i> • <i>Ensure all your passwords are kept strong and secure.</i> • <i>Be aware that images of others should be protected and be treated as carefully as you would your own.</i> • <i>Explain to their friends, especially if they are connected to the school, that photographs containing members of staff should not be posted publicly if they could compromise the member of staff or the school.</i>
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<p>As soon as a member of staff becomes aware that they are in an online game with a pupil of Unsworth Primary School, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.</p> <p>Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils, or use school equipment to play online games.</p>	
<p>30 Personal Living Space</p>	
<p>No pupil should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and the Head Teacher or the home has been designated by the organisation or regulatory body as a work place e.g. child-minders, foster carers, home tutoring.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations.</i> • <i>be mindful of the need to maintain professional boundaries.</i>
<p>31 One to One Situations</p>	
<p>Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.</p> <p>Pre-arranged meetings with pupils away from the school premises is not to be permitted unless approval is obtained from their parent and the Head Teacher.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>avoid meetings with pupils in remote, secluded areas of the school.</i> • <i>ensure there is visual access and/or an open door in one to one situations.</i> • <i>inform other staff of the meeting beforehand, assessing the need to have them present or close by.</i> • <i>avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.</i> • <i>always report any situation where a child becomes distressed or angry to a senior colleague.</i> • <i>consider the needs and circumstances of the child/children involved.</i>
<p>32 Behaviour Management</p>	
<p>All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.</p> <p>The school's behaviour system outlined in the behaviour policy should be adhered to at all times. Actions that deviate from this policy will not be supported by the school and explanation of when this occurs should be brought to the Head Teacher immediately.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>not use force as a form of punishment.</i> • <i>try to defuse situations before they escalate.</i> • <i>keep parents informed of any sanctions.</i> • <i>adhere to Unsworth Primary School's Behaviour Policy.</i> • <i>Consult the Head Teacher on any decisions which may deviate from the school's behaviour policy.</i>
<p>33 Showers and Changing</p>	
<p>Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. (e.g. changing for PE or swimming lessons)</p> <p>Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>avoid any physical contact when pupils are in a state of undress unless part of a care plan (see intimate care).</i> • <i>avoid any visually intrusive behaviour.</i> • <i>where there are changing rooms, remain in the room when groups are changing.</i> • <i>ensure that sensitive students are offered the opportunity to change privately.</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>change in the same place as pupils.</i> • <i>shower with pupils.</i>

34 Transporting Children	
<p>In certain situations, for example out of school activities and trips, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.</p> <p>The driver must have appropriate 'work use' insurance.</p> <p>Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>plan and agree arrangements with all parties in advance.</i> • <i>ensure that they are not alone with a single child.</i> • <i>be aware that the safety and welfare of the children is their responsibility until this is safely passed over to a parent/carer.</i> • <i>report the nature of the journey, the route and expected time of arrival in accordance with agreed procedure to the member of staff in charge.</i> • <i>ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.</i> • <i>take into account any specific needs that the children may have.</i> • <i>Ensure booster seats are used for children under 135cm tall.</i>
35 Extra-Curricular Activities	
<p>Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.</p> <p>During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.</p> <p>Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.</p> <p>Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>undertake risk assessments.</i> • <i>have parental consent for the pupil to participate in the activity.</i> • <i>ensure that their behaviour remains professional at all times.</i> • <i>Adhere to this booklet where practicably possible. Appropriate deviations from this code of conduct should be agreed beforehand with the Head Teacher and risk assessed.</i>
PHYSICAL CONTACT WITH CHILDREN	
36 Physical Contact	
<p>There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.</p> <p>A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate.</p> <p>Staff should use their professional judgement at all times about the appropriateness of any physical contact.</p> <p>Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to the Head Teacher.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described.</i> • <i>never touch a pupil in a way which may be considered indecent.</i> • <i>always be prepared to explain actions and accept that all physical contact be open to scrutiny.</i> <p><i>This means that Unsworth Primary School should:</i></p> <ul style="list-style-type: none"> • <i>ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by the Head Teacher.</i>

<p>Physical contact, which occurs regularly with an individual pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEND). Any such contact should be the subject of an agreed and open school policy and subject to review.</p>	<ul style="list-style-type: none"> • <i>Provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.</i>
<p>37 Physical Education and other Activities that Require Physical Contact</p>	
<p>Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.</p> <p>Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section: one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.</i> • <i>always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.</i>
<p>38 Students in Distress</p>	
<p>There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where possible this should be done in the presence of other children or members of staff.</p> <p>Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from the Head Teacher.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>consider the way in which they offer comfort to a distressed pupil.</i> • <i>always tell a colleague when and how they offered comfort to a distressed pupil.</i> • <i>try to be around other people if comfort is sought.</i> • <i>record situations which may give rise to concern.</i>
<p>39 Care, Control and Physical Intervention (Behaviour Management)</p>	
<p>Staff may legitimately intervene with reasonable force* to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, or from causing disorder. In a school, force is used for two main purposes – to control pupils or to restrain them. Staff should have regard to the health and safety of themselves and others.</p> <p>The decision whether to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.</p> <p>Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.</p> <p>* Information from this section is taken from 'Use of Reasonable Force' DfE 2013 and noted in Keeping Children Safe 2019.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>always seek to defuse situations.</i> • <i>always use minimum force for the shortest period necessary.</i> <p><i>Staff can:</i></p> <ul style="list-style-type: none"> • <i>remove disruptive children from the classroom where they have refused to follow an instruction to do so.</i> • <i>prevent a pupil behaving in a way that disrupts a school event or a school trip or visit.</i> • <i>prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.</i> • <i>prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground.</i> • <i>restrain a pupil at risk of harming themselves through physical outbursts.</i> <p><i>Staff cannot:</i></p> <ul style="list-style-type: none"> • <i>Use force as a punishment – it is always</i>

	<i>unlawful to use force as a punishment.</i>
40 Sexual Contact with Pupils	
<p>Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section on position of trust).</p> <p>The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so that sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>not pursue sexual relationships with children and young people either in or out of school.</i> • <i>avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.</i>
41 First Aid and Administration of Medicine	
<p>All first aid in school should be conducted by a qualified first aider. The First Aid Policy should be followed at all times by the qualified first aiders. First aiders can be identified by the information posters throughout school. The school has an administration of medication policy, which must be adhered to at all times. Non prescribed medicines or drugs are not allowed on the school site. Staff must be appropriately trained to administer prescribed medicines in line with the policy and must check the medicine labels ensuring correct administration. Parental consent and additional information regarding the child, the medicine and possible side effects need to be sought in line with the policy. Staff are responsible for ensuring any personal medication is stored safely away from children.</p>	<p><i>Staff must:</i></p> <ul style="list-style-type: none"> • <i>ensure that only qualified first aiders administer first aid.</i> • <i>ensure they have been appropriately trained to administer the medicine in question.</i> • <i>Check the name, written instructions with the medicine, the prescribed dose and the expiry date of the medicine before administration.</i> • <i>Be responsible for ensuring any personal medication is stored safely away from children.</i>
42 Intimate Care	
<p>All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing, changing disabled children for PE/swimming).</p> <p><u>Regular Intimate Care</u> Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded on a personal care plan before any actions are taken.</p> <p><u>Occasional Intimate Care</u> Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is</p>	<p><i>This means that staff should:</i></p> <p>All Intimate Care</p> <ul style="list-style-type: none"> • <i>make other staff aware of the task being undertaken.</i> • <i>explain to the child what is happening.</i> <p>Regular Intimate Care</p> <ul style="list-style-type: none"> • <i>follow the personalised care plan for children who require regular intimate care e.g. physically disabled children.</i> • <i>consult with colleagues where any variation from agreed procedure/care plan is necessary.</i> • <i>record the justification for any variations to the agreed procedure/care plan and share this information with parents.</i> <p>Occasional Intimate Care</p> <ul style="list-style-type: none"> • <i>Explain to parents what has</i>

required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. After intimate care is administered, staff must inform the LT and parents/carers explaining the actions taken and the reasons for intimate care.

happened, why intimate care was needed and the actions followed.

Policy compiled by:
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November 2017

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