

## STAFF CODE OF CONDUCT POLICY

### *Non Sibi Sed Aliis*

Your word is a lamp to my feet and a light to my path.  
Psalm 119, vs 105

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us."  
**Titus 2: 7-8**

This policy document and the content contained therein remains the responsibility of the Headteacher and Governing Body of the school. No amendments can be made without their express instructions and they remain the final arbiters in any matters relating to it.

Review Date: Autumn 2025

Next Review Date: Autumn 2026

Reviewed By: Mrs A Wilson

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APPROVED BY THE HEADTEACHER – Autumn Term 2025

## **Balshaw's Staff Code of Conduct**

Balshaw's C.E High School is committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for its pupils. We are equally committed to the protection and welfare of our staff. Our duty to safeguard pupils is paramount and is just as important as our determination to make all our teaching and learning outstanding. We need to ensure that pupils and staff are safe. Safeguarding involves not only health and safety issues, but establishing a culture that prevents any kind of abuse of pupils being perpetrated either in school or elsewhere.

All members of the school community are entitled to expect the highest standards of conduct from all staff employed in schools cross Lancashire and this policy reflects relevant legislation and expectations applying to all employees working in such establishments. All staff should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils. We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, along with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted. The achievement of positive outcomes for our pupils necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. As such, all staff at Balshaw's C.E High School are expected to comply with the following Code of Conduct. Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Deviation from the codes of conduct and practice may lead to disciplinary action being taken where appropriate.

*(Teachers' standards, GOV.UK – DfE, see pages 5 and 14)*

### **General Principles**

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their role definition /Job Description
- Conduct their work in a co-operative manner.
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of themselves, their colleagues and others while at work
- Take care of school property
- Familiarise themselves with, and follow the Health and Safety rules applicable in their school
- Compliance with the school's Smoking at Work Policy.

### **Specific Requirements**

- Teachers are expected to adhere to the Teachers Standards as set out in the School Teachers Pay and Conditions Document.
- All staff are expected to adhere to and conduct themselves in line with the Department for Education's 'Guidance for Safer Working Practice for those who working With Children and Young People in Education Settings' (May, 2019)
- All staff are expected to adhere to and conduct themselves in line with the Department for Education's statutory guidance for school and colleges on 'Keeping Children Safe in Education'

The guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with pupils;
- reduce the incidence of positions of trust being abused or misused.

### **Purpose**

This document sets out a code of conduct for all staff in schools with delegated budgets. This policy is intended to:

Policies (S)

- give clear guidance to all concerned regarding appropriate conduct in the workplace;
- enable schools to set out clear expectations of all staff to minimise the likelihood of misconduct in the workplace;
- comply with legislation that affects staff employed in educational settings.
- This procedure applies to all staff employed in Balshaw's High School.
- Reference to 'Headteacher' throughout this document should read 'Chair of Governors' in the case of the conduct of the Headteacher.
- This policy has been the subject of consultation between the Authority and the recognised Trade Unions and Teacher Associations.
- This policy has been adopted and is published as part of the staffing policies of the Governing Body of Balshaw's CE High School.

### Professional Behaviour and Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained. All staff are therefore expected to:-

-Accept and adhere to school policies and procedures

-Undertake their duties and responsibilities effectively, efficiently and diligently.

-Show respect for all members of the school community by being polite, courteous and refraining from the use of inappropriate language in all forms of communication e.g. verbal, face to face and electronic communications.

-Notify the Headteacher either at appointment or during employment of any personal relationship in or outside of school which may result in honesty, objectivity or integrity being brought into question.

-Notify the Headteacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.

-Not engage in outside employment (e.g.: private tutoring, one-to-one tutoring, mentoring or coaching of the school's own pupils, unless approved by SLT. Staff should also not carry out work which could be considered as undermining or conflicting with the business of the school. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

-Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school, e.g. the procurement of goods or services.

-Ensure fairness at all times when dealing with customers, suppliers, other contractors and sub-contractors. No special favour should be given to current/former employees or partners/relatives or associates.

-Comply with the school's [Statement of Ethical Standards](#) in relation to the acceptance of gifts in cash or kind and hospitality noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.

-Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the school.

-Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the school's whistleblowing policy.

-Disclose on appointment or at any time any civil/criminal charges, convictions or being the subject of a criminal investigation process (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).

-Provide accurate information on the Annual Staff Confirmation Form and notify the Headteacher of any changes to your circumstances that may impact on the information provided on the Annual Staff Confirmation Form.

-Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.

-Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.

-Act appropriately in terms of their behaviour, the views they express (in particular political views) and the use of school resources at all times, and should not use school resources for party political purposes.

-Behave in a manner both within and outside of working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model. All adults working with pupils have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils.

Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- Use school resources for political purposes.

#### Dress and appearance – Staff are expected to:

- Dress in a manner which is appropriate for a school setting, their role in school and which reflects Section 8 of the 'Guidance for Safer Working Practice for those who working With Children and Young people in Education Settings' (October, 2015). School will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of the school
- Ensure good personal hygiene
- Ensure their appearance is clean and neat and respective of being employed in a school setting.
- Dress in a professional and appropriate manner that reflects the high standards of the school.
- Be well groomed and dress in ways which are appropriate to their role, and this may need to be different to how they dress when not at work.
- Wear any uniform, clothes, overalls or protective clothing as required for their role in school.
- not wear clothing that could have implications for the health and safety of themselves, or others in their care.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues, or other stakeholders.
- Staff should ensure they are dressed appropriately for the tasks and the work.
- This usually means business/professional dress for **all** teaching, support and administrative staff for example:
  - Smart office/business wear is **expected at all times**
  - Full trousers (no jeans/combat pants), **shirt and tie are expected at all times**.
  - **Full shoes** at all times -no trainers, trainer style shoes, sandals, open toed shoes, flip flops, backless shoes, Ugg boots or walking boots. If a specific shoe is required for medical reasons – please discuss with your Line Manager.
  - **Hair Style/Colour** - Hair should not be styled in any extreme manner or have unnatural colouring.
  - **Body Art and Tattoos** – Staff are asked to cover up any visible tattoos whilst at work where the location of the tattoo makes it reasonably practical to do so.
  - No clothing with thin 'spaghetti' straps, revealing necklines, leggings or t shirts with logos.
  - Attire should be distinct from casual clothing typically worn outside of work, such as on weekends or evenings, ensuring a smart and respectful appearance that sets a positive example for pupils.

**The exception to the guidance above is PE staff who should wear Balshaw's PE kit or smart sports kit and trainers, any member of Support Staff assisting a pupil in PE lessons and any member of the Drama Dept who will wear appropriate clothing to deliver Drama lessons.**

Any staff member who chooses to dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

**Attendance and Punctuality** – Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control. Staff should be punctual to school & in a state of readiness for the day. Staff therefore must be on-site and fully prepared for work by 8:30 AM, ensuring they are settled, attentive, and ready to engage with important communications such as staff briefings, staff meetings, and student interactions.

Staff absence is to be notified by 8a.m. on the first day of absence. You should phone the school absence line to let school know and then e-mail Diane Newsome/Wendy Peach by 8am with details of the work for your classes and any relevant resources for the lessons requiring cover. You should also outline an estimate of your return date. Holidays are to be taken as per the school's published term dates.

Staff should make routine medical and dental appointments outside of their working hours or during holidays where possible.

**Safeguarding of Pupils at Balshaw's** in accordance with the most recent 'Keeping Children Safe in Education' (KCSIE), staff have a professional responsibility to safeguard pupils by:

- Providing help and support to meet the needs of pupils as soon as problems emerge.
- Protecting pupils from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of pupils' mental and physical health or development.
- Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all pupils to have the best outcomes.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour for Learning Policy, the Safeguarding, Child Protection Policy and Procedures, and the Attendance and Punctuality Policy – section on Children Missing from Education.

All staff must ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions. Staff should also be aware of the role of the Designated Safeguarding Lead (DSL) and when to contact them in accordance with the school's Policies as mentioned above.

Staff will be expected to pass on their concerns about any child who may be subject to, or at risk of, various types of abuse, neglect and exploitation including, but not limited to, the following: • Physical abuse • Emotional abuse • Sexual abuse • Neglect • Child-on-child abuse • Child criminal exploitation (CCE) • Child sexual exploitation (CSE) • Domestic abuse • FGM • Serious violence

Staff will also be expected to understand that mental health problems can, in some cases, be an indicator that a pupil has suffered or is at risk of suffering abuse, neglect or exploitation. Copies of policies and a copy of Part one of KCSIE will be provided to staff at the start of every new academic year. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Safeguarding, Child Protection Policy and Procedures, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans) • Children absent from education, particularly if on repeat occasions and/or long periods of time • Elective Home Education (EHE) • Pupils requiring mental health support • LAC, PLAC and care leavers • Pupils with SEND or health issues • Pupils who identify as or are perceived to be LBGTQ+.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect. In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSLs. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe. Staff will recognise, acknowledge, and understand that even if there are no reports of child on-child abuse in the school, this does not mean it is not happening.

Staff will undergo Safeguarding and Child Protection Training at the start of every new academic year and at Induction. This will include training around online safety, particularly concerning the understanding of roles and responsibilities in relation to filtering and monitoring. This training will be updated annually to continue to provide staff members with relevant skills and knowledge to safeguard children effectively.

Staff will be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments. Staff

will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident. Staff will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but will never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

**Staff must also adhere to the following:**

**Behaviour Management** - All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. It is generally considered that if you have to shout or raise your voice to a child that you have lost control. It is therefore advisable to adopt a more measured approach and use the guidance in the Behaviour for Learning Policy for additional strategies. Where pupils display difficult or challenging behaviour, staff must follow the Behaviour for Learning Policy.

**Communication with Pupils (including the Use of Technology)** - Staff must ensure that they establish safe and responsible online behaviours. All staff are asked to sign the Staff Acceptable Behaviour Policy for use with Technology. Communication between pupils and staff, by whatever method, should take place within clear and explicit professional boundaries. Staff should not share any personal information with a child or young person. Staff should ensure that all communications are transparent and open to scrutiny. Staff must conduct themselves both on and off duty (including use of social media – See [Model Policy On The Use Of Social Networking Sites And Other Forms Of Social Media](#)) in a manner compatible with their employment status with the school.

**Confidentiality** – Maintain the confidentiality of sensitive information (particularly relating to pupils) obtained in the course of their employment. Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead.

Staff are expected to treat **any** information they may receive about pupils in a discreet and confidential manner. Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student. Individual pupils should never be discussed by staff in front of other pupils. Staff should make it clear to pupils that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult.

**Contact with the Media** – Have no contact with the media regarding school matters without the express permission of the Headteacher. Only designated persons are entitled to communicate with the press, radio or television companies.

**Curriculum** - Many areas of the curriculum can include or raise subject matter, which is sexually explicit, or of an otherwise sensitive nature. 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 can require careful judgement. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the teaching of reproduction/human growth under the science curriculum).

**Duty of Care** – All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. 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 intervention.

**Educational Visits and After-School Activities** - Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. No pupils of the opposite sex should be allowed to enter the bedroom area of another student. On residential trips staff must not smoke/vape or take drugs and no alcohol should be consumed.

**Equality** – Professional standards should always be maintained when dealing with both staff and pupils regardless of culture disability, gender, language, race, religion and/or sexual identity. You must treat all children equally and with respect. (This is reinforced by our Equality Policy.)

**First Aid** – should only be administered by trained members of staff whose names are displayed in the staff room or on the list emailed out by the School Office.

**General conduct** - All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support. Staff should not deliberately behave in such a way as to bring Balshaw's Church Of England High School into disrepute.

**Gifts, Rewards and Favouritism** – Staff should ensure fairness at all times when dealing with customers, suppliers, other contractors and sub-contractors. No special favour should be given to current/former employees or partners/relatives or associates. Comply with the school's Statement of Ethical Standards in relation to the acceptance of gifts in cash or kind and hospitality noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.

Staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all pupils in order to avoid any misunderstandings of intent. You must not give children gifts personally, any appropriate gifts should come from the school as an organisation. The giving of gifts or rewards to pupils should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. Staff must also ensure they do not give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.

**Student/Parental gifts to staff** - Staff must not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts over £25 in value must be reported to the Head Teacher.

**Home Visits** – Staff are not permitted to visit the home of a student unless pre-arranged and the Headteacher and the designated Safeguarding Lead are informed. The appointment must be logged by the Designated Safeguarding Lead on the safeguarding and home visits log of the young person. A young person should never be invited into the home of a staff member.

**Infatuations** - Occasionally, a student may develop an infatuation with a staff member who works with them. All staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. Should any student become infatuated with a member of staff, this must be reported to the Head Teacher immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation however.

**Jewellery** – should be discreet and visible piercings restricted to ears. Single nose studs may be worn for religious or cultural reasons only.

**Language** – All staff are expected to act, speak and conduct themselves in a professional manner at all times during the school day whilst on premises. Staff are expected to treat each other and speak to each other in ways that are consistent with the Christian ethos of the school. Racist, sexist, inflammatory, discriminatory, homophobic language from one member of staff to another will not be tolerated and may result in a verbal or written warning.

**Maintaining Professional Relationships with Pupils**- School expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

**Staff are aware that they must not:**

-Discuss personal information with pupils, such as concerning their lifestyle or marital status or have discussions about their family or children, unless it is directly relevant to the topic being taught.

-Correspond in a personal nature through any medium with pupils, e.g. phone calls or text messages, unless it is within the staff member's role and via an approved communication method, e.g. school emails.

- Adopt an ongoing support role beyond the scope of their position.
- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the SLT, and will not photograph, audio record or film pupils without authorisation from the SLT and consent from the pupil's parent.
- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the SLT or parents.
- Upload images, videos or audio recordings of pupils to any location without consent from parents and the SLT
- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit their home.
- Allow pupils to access staff members' personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT.
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.

Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual. Where inappropriate contact is made with pupils, this will be raised with the Headteacher and LADO and handled in line with the school's Safeguarding, Child Protection Policy and Procedures Staff Code of Conduct.

If a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the Headteacher or Lead DSL as soon as possible. Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media. In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the Headteacher will contact the LA Designated Officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with the Safeguarding Child Protection Policy and Procedures and Staff Code of Conduct.

**One to One Situations** – should be conducted in an open and transparent fashion i.e. with the knowledge of, or with other staff nearby, and if necessary with an open door. Where after school detentions are one to one, these should be limited to one hour and only with the parent/carer's consent.

**Photography and Videos** – Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought and those pupils whose images cannot be used are recorded on SIMS.

**Physical Contact with Pupils** – should be avoided unless within the guidance of the Use of Reasonable Force Policy and Behaviour for Learning policies. Possible exceptions using professional judgement might be greetings or congratulations such as handshakes; the guiding of a student to where they need to be, or a hug in an appropriate situation. There should never be any physical contact when pupils are getting changed or showering and respect and privacy must be shown to them at this time.

**Power and Positions of Trust** – All staff working in school are in positions of trust in relation to the pupils in their care. Relationships between adult and student is not a relationship between equals. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

**Probity of Records** - The deliberate falsification of documents, such as references, academic qualifications, or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

**Professional Boundaries** – Staff are in a position of trust and the relationship with pupils is not one of equals. Professional boundaries should be maintained at all times, power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student.

**School Policies and Procedures** – All policies should be read and observed by all. It is the responsibility of staff to familiarise themselves with these. Some policies will require staff to acknowledge they have read them. Copies may be found in the office and on the school website.

**Sexual Contact** - sexual activity between an adult and a student with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and will always be a grave breach of trust and a matter for disciplinary action. 'Working Together to Safeguard Children', defines sexual abuse as “forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware.

**Sharing concerns, recording incidents** – Staff should be aware of child protection procedures including procedures for dealing with allegations against adults. (See flowchart in staffroom.) Staff who are the subject of an allegation should contact their professional association. Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of any individual or child to the Designated Safeguarding Lead.

#### **Showering and Changing**

Staff will ensure that pupils are afforded respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment. Staff will adhere to the appropriate policies and risk assessments, e.g. PE risk assessment and ensure that appropriate supervision and support is given to all pupils, including those who may need assistance with showering and changing. Where possible, female staff will supervise girls, and male staff will supervise boys. Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary. Staff will never change or shower in the same area as pupils.

#### **Smoking, E-Cigarettes, Alcohol, and Other Substances**

Staff will not smoke or vape on the school premises and whenever in the sight of pupils, parents or visitors. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips. Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

**Social Contact with pupils** – All social contact outside of school hours with pupils should be avoided. Home or mobile phone numbers; addresses or email addresses should not be exchanged. Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. There will be occasions when there are social contacts between pupils and staff, where for example the parent and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with pupils that some social contacts can be misconstrued as being part of a grooming process.

#### **Student toilets and Changing Rooms**

Staff should not enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils. Equally no student should be allowed to use a Staff toilet for any reason whilst in school time

**Transporting Pupils** - staff should not travel alone with pupils unless in an emergency or where the child is at risk. If staff are expected to use their own vehicles for transporting pupils, they should ensure that the vehicle is roadworthy, appropriately insured with business insurance and that the maximum capacity is not exceeded, seat belts are worn. If staff are asked to transport pupils this should be approved by a member of SLT

**Use of Images and ICT** – Staff must ensure that children are not exposed to any unsuitable material and that any films, Youtube clips or other materials shown to pupils are age appropriate. Staff must not access any inappropriate material

for their own consumption. Staff are advised not to post their personal details or inappropriate materials on social networking sites. Accessing, making and storing indecent images of children is illegal and will lead to criminal investigation.

**Use of Mobile phones** - Mobile phones should be switched off, or silent at all times when in school. Staff should only use their mobile phones for personal calls or messages during personal time in private away from the eyes of the pupils. Staff should never store parent's or student's telephone numbers on their mobile phone. Staff will be issued with a school phone for use in case of emergency on school trips or off-site activities. Staff should not use their mobile phone or other mobile device as a camera or video /audio recorder to record sound or images of pupils. **Staff should not have their own mobile phones out or on their desk when children are present or use them for any reason in class. Pupils are not permitted to use mobile phones in lessons for any reason at all.**

**Use of Personal Living Space** - No student should be invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and a member of SLT or the Head teacher. Under no circumstances should pupils assist with chores or tasks in the home of a member of staff who works with them. This also applies to friends or family of a staff member.

**Whistle Blowing** – Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Balshaw's has a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Balshaw's CE High School Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher or to the Designated Safeguarding Lead, as appropriate. General guidance can be found at- [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is available for staff who do not feel able to raise child protection or safeguarding concerns internally.

Tel: **0800 028 0285** (8:00 AM to 8:00 PM, Monday to Friday)

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Anyone can make a referral to Children's Services too of course** - Children's Social Care Lancashire **0300 123 6720** (Emergency Duty Team / Out of Hours) **0300 123 6722**

### **Breaches of the law or school policies**

- Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the school's whistleblowing policy.
- Disclose on appointment or at any time any civil/criminal charges, convictions or being the subject of a criminal investigation process (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct)
- Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
- Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.
- The code sets out the minimum standards that should apply and is not exhaustive.

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### **Low Level Concerns**

- We ensure that all staff are aware of how to recognise and report **low level concerns** around staff behaviour or conduct.
- The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
  - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
  - does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.
- Examples of such behaviour could include, but are not limited to:
  - being over friendly with children
  - having favourites
  - taking photographs of children on their mobile phone, contrary to school policy
  - engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
  - humiliating pupils.

- We promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. We strive to embed a culture of openness, trust and transparency in which our school's values and expected behaviour set out in the staff code of conduct are lived, monitored and reinforced constantly by all staff.
- We ensure that staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.
- All staff are clear on how to report low level concerns and will be empowered to do so. Staff must report their concerns to the Head teacher, Mr Haycocks or Mrs Wilson, Deputy Headteacher. The Headteacher will always be kept informed of a low-level allegations in a timely manner. If concerns are surrounding the Headteacher, this must be referred to the Chair of Governors. If the concern relates to the Chair of Governors the LADO should be contacted. Guidance from the latest version of Keeping Children Safe in Education (KCSIE) will be followed in view of recording and storage of such concerns.
- If in doubt whether the concern is a low-level concern, the Headteacher will consult with LADO for guidance.
- The governing body will ensure low level concern procedures and staff behaviour expectations are clearly addressed within the Staff Code of Conduct and procedures are implemented effectively, ensuring that appropriate action is taken in a timely manner to safeguard children and facilitate a whole school or college approach to dealing with any concerns.

### **Guidance for Staff**

Staff should ensure they are aware of relevant documentation relating to safeguarding young people:

- **'Guidance for Safer Working Practice'** (Safer Recruitment Consortium, October 2015)

<http://www.rrrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf>

- **'Professional Standards for Teaching Assistants'** (Unison, NAHT et al, June 2016)

<http://www.naht.org.uk/welcome/news-and-media/key-topics/staff-management/professional-standards-for-teaching-assistants-published/>

- **'Behaviour and Discipline in Schools'** (DfE, January 2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488034/Behaviour\\_and\\_Discipline\\_in\\_Schools\\_-\\_A\\_guide\\_for\\_headteachers\\_and\\_School\\_Staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

### **Working Together to Safeguard Children 2018**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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This staff Code of Conduct should be read alongside the following documents:

Staff Handbook

Safeguarding, Child Protection Policy and Procedures

Staff Acceptable Behaviour Policy – signed for on your first day of work at the start of each new academic year

Behaviour for Learning Policy

Whistleblowing Policy

Online Safety Policy

**I have read and agree to comply with the Balshaw's CE High School Code of Conduct in order to ensure professionalism at all times**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Role in School:** \_\_\_\_\_

**Date:** \_\_\_\_\_