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**Safer Working Practices for Adults**

**All Saints’ Code of Conduct**

All Saints is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this ‘Code of Conduct’ and the *Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings* (updated in 2019 by The Safer Recruitment Consortium), which is available online at:

<https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>

Everyone must also read and understand part one of *Keeping Children Safe in Education* (DfE September 2019).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This code of conduct aims to support adults so they don’t work in a manner, which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people. It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child’s welfare or an adult’s behaviour towards a young person. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer (LADO) via Knowsley Multi-Agency Safeguarding Hub (MASH) on 0151 443 2600 or directly on 0151 443 3928, if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

**Code of Conduct:**

* If you have any concerns that a child is being harmed, abused or neglected

you **must** **share your concerns immediately**, both verbally and in writing via CPOMS with Lynne Jackson, Designated Safeguarding Lead (DSL), or Brian Bradley, Assistant Headteacher, or Tony McGuinness, Headteacher, who are also members of the Safeguarding Team. Always listen carefully to the child and record what they tell you in the child’s own words. Never promise to keep a secret.

* If you receive an allegation against an adult working in the school or observe

behaviour that concerns you, you **must** discuss your concerns **without delay** with the Headteacher or DSL. Concerns regarding the Headteacher should be directed to John Thornhill, Chair of Governors, or the LADO. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Tel: 0800 028 0285 (8:00am - 8:00pm, Monday to Friday) or email: help@nspcc.org.uk.

* Anyone (in emergencies or if they need to) can make a referral about their

 concerns for child to Knowsley MASH on 0151 443 2600.

**You should:**

* Share safeguarding information appropriately in line with the school’s Safeguarding and Child Protection Policy and Procedures but also act accordingly with sensitive and confidential information.
* Be alert to the indicators of harm and abuse towards a child, including peer on peer abuse.
* Dress appropriately according to your role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
* Act as an appropriate role model, treating all members of the school community with respect and tolerance.
* Ensure gifts given or received are recorded and discussed with your Line Manager.
* Respect others’ confidentiality unless sharing information is appropriate to ensuring their welfare.
* Adhere to all of the school’s policies, particularly those related to safeguarding – including child protection, behaviour, attendance, anti-bullying, equal opportunities, health and safety and online safety (Acceptable Use Policy).
* Ensure that you understand your responsibilities under General Data Protection Regulations 2017 and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.
* Report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside of this code of conduct.
* Understand that it may be appropriate to discuss with the Headteacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about yourself.
* Inform the Headteacher of any cautions, convictions or relevant order accrued during your employment, and/or if you are charged with a criminal offence.
* Understand that if you commit a relevant offence that would appear on your DBS certificate then you must inform the Headteacher.
* Remember the behaviour of those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
* Share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school’s safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.

**Never:**

* Act in a way both at work and/or in your personal life that brings yourself, school or the teaching profession into disrepute.
* Use your position to gain access to information for your own advantage and/or a pupil’s or family’s detriment.
* Make, encourage or ignore others, making personal comments, which scapegoat, demean or humiliate any member of the school community including ignoring any form of peer on peer abuse.
* Intimidate, bully, threaten, coerce or intentionally undermine others. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
* Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
* Develop ‘personal’ or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
* Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
* Discriminate favourably or unfavourably towards a child.
* Give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc. or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
* Have conversations on social networking sites that make reference to children, parents/carers or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school’s reputation into disrepute. You should never communicate with parents/carers through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
* Take photographs of children for your own personal use or store images of them on your own personal equipment. Ensure photographs are only stored on the designated secure place on the school’s network and deleted from portable equipment.
* Display or distribute any images of children or post photographs of them on the school’s website or social media accounts without their parents’/carers’ consent. (Some children may be put at risk by their whereabouts being made public).
* Use your personal mobile ‘phone in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.
* Undertake ‘one to one’ activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities. You should not cover window or door panels but always act in an open and transparent way.
* Transport children unsafely, for example, by driving whilst using your mobile ‘phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey.
* Have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required.

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