



The Queen's Church of England Primary School

Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.

THE QUEEN'S SCHOOL
Professional Code of Conduct for club
leaders/adults and peripatetic teachers working with
Queen's School pupils

Agreed by: The Queen's School Leadership Team
Date: Dec 2018
Review cycle: Annually
Next Review date: Dec 2019

If you require a copy of this document in large print, braille, audio format or paper, please contact the School Office.

Professional Code of Conduct

Introduction:

All adults are expected to set and maintain the highest standards of professional conduct and to be an outstanding role model for the children in our school.

Purpose, Scope and Principles:

The code of conduct applies to all adults working with Queen's School pupils, whatever their position, role or responsibility.

The code of conduct focuses on safe working practices for the protection of pupils and adults working in the school. It forms part the induction process and is regularly reviewed to ensure it reflects the needs of the school and remains an active working document.

Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law.

The code of conduct is drawn from and based on the Professional Teaching Standards, Keeping Children Safe in Education (statutory guidance for schools and colleges, September 2018) and the Christian ethos and values of the school.

The code of conduct should be read in conjunction with the above documents and The Queen's school Child protection policy.

General Obligations:

All adults working in school must recognise that:

- They are a vital part of the wider safeguarding system for children
- Safeguarding and promoting the welfare of children is **everyone's** responsibility and **everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children
- In all situations, our approach is child-centred, meaning that, what is in the **best interests** of the child is considered at all times

All adults working in school are required to:

- Be aware that children model their behaviour on what they see and should therefore be mindful to demonstrate and model the school values of love, compassion and respect at all times
- Place the safety and welfare of children above all other considerations
- Encourage all children to reach their full potential
- Be familiar with all the school policies and refer to, and apply them in their work within the school. All policies are available on the School website

- Adhere to the principles and procedures contained in the school safeguarding policy and in part one of Keeping Children Safe in Education – Department for Education September 2018
- Refrain from any action that would bring the school into disrepute
- Take pride in the environment in which they are working and treat all areas of the school and school property with respect

Equality:

All adults working in school are required to:

- Be familiar with school's Equality policy – see school website
- Treat all members of the school community, including children, parents, colleagues and governors, with compassion and respect
- Treat children as individuals and make adjustments to meet their individual needs
- Demonstrate a clear understanding of and commitment to non-discriminatory practice between children, colleagues and families
- Recognise the power imbalances between children and adults, and different levels of seniority of staff and ensure that power and authority are never misused
- Never condone, and report all inappropriate behaviour by children or staff
- Report all serious accidents and racial incidents to the Headteacher or the most senior member of staff in school at the time it happened

Safeguarding & Child Protection:

All adults working in school are required to:

- Be aware of The Statutory Guidance from the Department for Education 'Keeping Children Safe in Education 2018' and must comply with it when carrying out their duties in order to safeguard and promote the welfare of children
- Read part 1 of this document, as a minimum
- Be aware of all the policies relating to safeguarding – copies are on the school website
- Be alert to, and report immediately to the **Designated Safeguarding Lead (DSL)** for Child Protection or the Deputy Designated Safeguarding Lead, any behaviour that may indicate that a child is at risk of harm
- Know the people responsible for safeguarding in the school, the DSL and deputies, and the reporting procedures for all child protection concerns within the school:
 - The Headteacher (DSL)
 - The Deputy Head (Deputy DSL)

- The Assistant head (Deputy DSL)
- SENCO (Deputy DSL)
- Be aware of their responsibility to teach online safety and be vigilant of children's online access and activities whilst in school

Reporting a concern:

All adults working in school are required to:

- **Report, immediately, any concerns to the Designated Safeguarding Lead (DSL)** for child protection or the Deputy Designated Safeguarding Lead (as detailed above)
- You will be asked to complete a cause for concern form
- Follow these guidelines, If a child discloses information:
 - Do not lead the child in questioning
 - Listen, and record the concern immediately as it was said to you
 - Report immediately to the **DSL or Deputy DSL**, via the school office

Safeguarding training:

All adults working in school are required to:

- Take responsibility for reading, understanding, implementing and keeping up to date with safeguarding practices, guidelines and procedures
- Complete an annual update on safeguarding and read and respond to any updates
- Annually, demonstrate and verify their understanding of safeguarding responsibilities
- Complete a Disclosing Barring Service (DBS) check every three years
- Declare annually any disqualification by association under the childcare act 2006

Safeguarding/Whistleblowing:

All adults working in school are required to:

- Read the whistleblowing policy
- Report any allegations against staff to the Headteacher
- Report any allegations against the Headteacher to the Chair of Governors responsible for safeguarding. Contact details are displayed in the main school office

Anti-Radicalisation:

All adults working in school are required to:

- Be aware of the wider responsibilities, as part of safeguarding, under section 26 of the Counter-Terrorism and Security Act 2015 and have due regard to the need to prevent people from being drawn into terrorism (Prevent duty)
- Report any concerns regarding possible radicalisation and children/families at risk to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead

- As part of the induction process, read the Achieving for children leaflet – Keeping children safe against radicalisation and extremism (on website)

Female genital mutilation (FGM):

All adults working in school are required to:

- Be aware of the wider responsibilities of safeguarding and recognise the risk factors associated with FGM for young girls from some communities within Africa, the Middle East and Asia
- Read the NSPCC information leaflet (on website)
- Report, immediately, any concerns regarding possible FGM and girls at risk to The Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead
- Report any findings to the Police

Inclusion and our work with families and the wider community:

All adults working in school are required to:

- Read and be aware of the appropriate policies that are on the school website.
 - Anti-bullying
 - Positive Handling
 - Equality
 - Accessibility
 - Supporting Children with a Medical Condition
 - Special Education Needs and Disability Report
- Discuss any issues regarding inclusion with The Deputy Head - The Inclusion Leader
- Be aware of any children with special medical/education needs within their group
- Report to the Headteacher or the most senior member of staff in school at the time any racist, sexist incident or bullying incidents and record the details on an incident form

Positive, Safe Handling:

Physical interactions with children need to be carefully considered in order to protect both children and adults.

All adults working in school are required to:

- Never use any restraint procedures unless it forms part of a child's personal plan, have permission from parents and they are trained in positive handling
- Remember when comforting children, hands, shoulders and the top of the back are considered 'safe' and appropriate areas
- Never lift or carry a child
- Never sit children on an adult's lap, except in extreme circumstances and only then with another adult present in the room

Data Protection Procedures and Confidentiality:

All adults working in school are required to:

- Comply with the Data Protection Principles set out in the **Data Protection Act 1998 and General protection of data 2016**
- Read, understand and comply with the school's Data Protection Policy which is available on the school website

All adults working in school are responsible for ensuring that:

- Any personal data that they hold is kept securely
- Personal information is not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party

Photography:

All adults working in school are responsible for ensuring that:

- Permission is sought from the school, before any photographs are taken of Queen's school pupils, as parental consent is needed
- No photographs of children who attend The Queen's school are placed on any social networking sites
- If any images of pupils are used only first names are used, rather than full names
- If showcasing digital video work to an external audience, ensure that pupils are not referred to by name on the videos, and that the pupil's full names are not given in credits at the end of the film
- Only images of children in suitable dress are used
- If mobile devices are used to take photos, the strict guidance in the Online Safety Policy is adhered to

Use of Social Media/Phones:

All adults working in school are required to:

- Ensure mobile phones are always set on silent. Any phone calls, text messages or e mails should be taken in any break times and in private areas, as full attention needs to be given to learning, teaching and supervision
- Take responsibility and care in using social networking sites and other media.
- Make no direct contact with children through email or social networking sites. No current or ex pupils should be friends on face book or similar networking sites

Professional Dress Code:

All adults working in school are required to:

Present themselves as professionals and as such should dress appropriately for the activity they are leading/supporting:

- Chewing gum is not allowed at any time
- Jewellery should be kept simple and safe enough to work with children
- Hats should only be worn outside
- Tattoos need to be discreet /covered and piercings discreet or removed