Lewknor C of E Primary School
Code of Conduct
January 2021 – Review January 2022

Introduction

This document provides a guide for adults working in Lewknor Church of England Primary School about acceptable and desirable conduct to protect both adults and students. It refers to and complements other policies and guidance:

- Child Protection Policy
- Allegations Management Policy
- Whistle-blowing Policy

This policy is based upon the DCSF document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' in which can be found useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in Lewknor Church of England Primary School should know the name of the Designated Child Protection Lead (Mrs Deborah Cole), be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Basic Principles

- The Child's welfare is paramount (Children Act 1989)
- All staff have a 'duty of care' to children
- Adults working in Lewknor Church of England Primary School are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern.
- A record should be kept of any such incident and of decisions made/further actions agreed
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Staff should be fully committed to safeguarding the welfare of all pupils by taking all reasonable steps to protect them from physical, sexual or emotional abuse
- All adults should conduct themselves in a way that reflects the values of Lewknor Church of England Primary School and meet the expected high professional standards
- Our safer recruitment and selection procedures will be followed for all appointments

All staff, volunteers and visitors to Lewknor Church of England Primary School must:

- be familiar with and work in accordance with the policies at the school including in particular Child Protection, Allegations Management, Whistle-blowing
- provide a good example and a positive role model to students both inside and outside school
- behave in a mature, respectful, safe, fair and considered manner, for example, not making sarcastic remarks or 'jokes' to students that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive
- not embarrassing or humiliating children or young people
- not discriminate favourably or unfavourably towards any child, for example, treating all

children equally – never building 'special' relationships or conferring favour on a particular child

- not giving or receiving (other than token) gifts unless arranged through the school
- ensure that relationships with children remain on a professional footing, for example, only touching pupils for professional reasons when this is necessary and appropriate for the pupil's wellbeing or safety
- not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children
- not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and other messaging systems)
- not developing 'personal' or sexual relationships with pupils

Confidentiality

- Confidentiality is a whole school issue. All information about individual children is private and should only be shared with staff members on a need-to-know basis. School matters regarding children and staff should not be discussed with anyone outside school.

Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity)