

**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## STAFF CODE OF CONDUCT POLICY

GUIDANCE ON CODE OF CONDUCT FOR EMPLOYERS, STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE IN OXFORD

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## OVERVIEW

This document should be read in conjunction with Keeping Children Safe in Education September 2023.

The Code of Conduct applies to the college's staff, teachers, volunteers, mentors, contractors, and temporary staff. Within this document 'staff' refers to all the above.

## BACKGROUND

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

All staff have a responsibility to behave in an appropriate and professional manner. Staff conduct and behaviour should not give rise to any misinterpretation of motivation and intentions by a student, parent, or observer.

The Children Act 1989 and 2004, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident, and safe to do so.

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse children. It is therefore essential that all possible steps are taken to safeguard children and young people and ensure that the adults working with them are safe to do so.

Professional boundaries are required to be kept at all times, staff must not abuse or breach their position of trust.

Staff should

- Treat any information they receive in a discrete and confidential manner and share it with others on a need-to-know basis.

- Be aware that discussions about students' attainment and behaviour are confidential and should never be discussed in public places, other social gatherings, or social network sites.
- Ensure they do not promise confidentiality to a student in matters of child protection and safeguarding and report all such information to the Designated Safeguarding Lead.
- Keep accurate records on important information in the appropriate place on the college MIS (iSAMS) and CPOMS.
- Ensure all of date confidential papers are shredded.

This document seeks to ensure that the duty to promote and safeguard the wellbeing of children is in part, achieved by raising awareness of illegal, unsafe, and inappropriate behaviours. This document also constitutes a code of conduct and is part of staff induction.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that this guidance cannot cover all eventualities. There may be times when professional judgments are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances' adults will always advise their senior colleagues of the justification for any such action already taken or proposed.

It is also recognised that not all adults who work with children and young people work as paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by all adults whose work brings them into contact with children and young people, whether volunteers, governors, or others in contact with children.

The guidance contained in this document has due regard to current legislation and statutory guidance.

#### WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED

Everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people. Adults have a duty to report any child protection or welfare concerns to a designated safeguarding member of staff in their organisation and/or report any concerns to the local social care office.

## USING THE GUIDANCE

### STATUS OF DOCUMENT

This document acts as a code of conduct and to form part of every induction process.

### PURPOSE OF GUIDANCE

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust.

This guidance provides clear advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

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 leaders, managers, and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided,
- Support employers and senior leaders 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 children and young people,
- Reduce the incidence of positions of trust being abused or misused.
- Fulfil requirements as a code of conduct and act as part of staff induction.

Employers and senior leaders are familiar with, and know how to access, their Local Safeguarding Children's Board's policy and procedures for managing allegations against staff. (See "Keeping Children Safe in Education" 2023 DFE)

### UNDERPINNING PRINCIPLES

- The welfare of the child is paramount.

- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way. The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Adults should continually monitor and review their practice and ensure they follow the guidance contained in this document.

### DEFINITIONS

**Children and Young People:** Throughout this document references are made to "children and young people". These terms are interchangeable and refer to children who have not yet reached their 18' birthday. This guidance, however, also has value for those working with vulnerable adults.

**Adults:** References to 'adults' or 'volunteers' refer to any adult who is employed, commissioned, or contracted to work with or on behalf of, children and young people, in either a paid or unpaid capacity.

**Manager/ Leader:** The term 'manager' or 'leader' refers to those adults who have responsibility for managing services including the supervision of employees and/or volunteers at any level.

**Employer:** The term 'employer' refers to the organisation which employs, or contracts to use the services of individuals in pursuit of the goals of that organisation. In the context of this document, the term 'employer' is also taken to include 'employing' the unpaid services of volunteers.

**Safeguarding:** Process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

**Duty of Care:** The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of or working with children and young people in any capacity is considered, both legally and morally to owe them a duty of care.

## HOW TO USE THE DOCUMENT

This document is relevant to both individuals and organisations working with or on behalf of children and young people. Where an individual works independently and does not work as part of an organisation references made to the 'senior manager' should be taken to refer to parents or those with parenting responsibilities.

Each section provides general guidance about a particular aspect of work undertaken with children and young people with, in the right-hand column, specific guidance about which behaviours should be avoided and which are recommended.

The diagram in Appendix 1 illustrates how the guidance could be used as a basis for developing specific agency guidance.

Appendix 2 provides a visual framework for understanding how the document fits with safer recruitment and selection and procedures and those which relate to disciplinary proceedings.

Individuals should follow this guidance in their day-to-day practice. It should also be referred to when taking on new work, different duties, or additional responsibilities.



## GUIDANCE FOR SAFE WORKING PRACTICE

<p><b>INTRODUCTION</b></p> <p>Adults have a crucial role to play in the lives of children. This guidance has been produced to help establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.</p>	<p>This means that these guidelines should:</p> <ul style="list-style-type: none"> <li>• <i>apply to all adults working in Education and Early Years settings whatever their position, role, or responsibilities</i></li> </ul>
<p><b>STATUS OF DOCUMENT</b></p> <p>This document is endorsed and recommended by the Safer Recruitment Consortium. It informs and assists employers to develop and review their guidelines on safer working practices.</p> <p>This is not statutory guidance.</p>	
<p><b>RESPONSIBILITIES</b></p> <p>Staff are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children.</p> <p>All staff have a responsibility to keep students safe and to protect them from abuse (sexual, physical, and emotional), neglect and contextual safeguarding concerns. Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.</p> <p>The safeguarding culture of a school is, in part, exercised through the development of respectful, caring, and professional relationships between adults and pupils and behaviour by the adult that demonstrates integrity, maturity and good judgement. The public, local authorities, employers, and parents/carers have expectations about the nature of professional involvement in the lives of children. When individuals accept a role working in an education setting, they should understand and acknowledge the responsibilities and trust involved in that role.</p> <p>Continued...</p>	<p>This means that managers / leaders / proprietors/ governing bodies should:</p> <ul style="list-style-type: none"> <li>• <i>ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored</i></li> <li>• <i>update or amend their CP policy and other safeguarding policies in the light of DfE guidance on safeguarding children during the COVID pandemic</i></li> <li>• <i>ensure that if there is no trained DSL on site, a senior member of staff is identified to lead on safeguarding issues</i></li> </ul> <p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>understand how to raise a concern and contact designated staff or partner agencies if they have a concern about a child, particularly if the normal arrangements have been amended</i></li> <li>• <i>always act, and be seen to act, in the child's best interest</i></li> </ul>

Employers have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff.

Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's Health and Safety duties and the adults' responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of these guidelines.

- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

This means that employers should:

- *promote a culture of openness and support*
- *ensure that systems are in place for concerns to be raised*
- *ensure that adults are not placed in situations which render them particularly vulnerable*
- *ensure that all adults are aware of expectations, policies, and procedures*

**MAKING PROFESSIONAL JUDGEMENTS**

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate, or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a student which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager or member of the Senior Leadership Team.

Adults should always consider whether their actions are warranted, proportionate, safe, and applied equitably.

This means that where no specific guidance exists staff should:

- *discuss the circumstances that informed their action, or their proposed action, with their line manager or SLT or, where appropriate, the school's designated safeguarding lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents, or threats with the principal or designated safeguarding lead*
- *always record discussions and actions taken with their justifications*
- *record any areas of disagreement and, if necessary, refer to another agency / the LA / Ofsted / TRA / other Regulatory Body*

**POWER AND POSITIONS OF TRUST AND AUTHORITY**

As a result of their knowledge, position and/or the authority invested in their role, all those working with children in a school or education setting are in a position of trust in relation to all students on the roll.

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This means that staff should not:

- *use their position to gain access to information for their own advantage and/or a student's or family's detriment*
- *use their power to intimidate, threaten, coerce, or undermine students*

The relationship between a person working with a child/ren is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

The potential for exploitation and harm of vulnerable pupils means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager or SLT. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence<sup>1</sup> for that 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.

- *use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so*

#### CONFIDENTIALITY

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. The employer provides clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

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This means that school leaders should:

- *Ensure that all staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk*

Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives, or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student'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 student, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the setting's procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

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 Designated Safeguarding Lead. Any media or legal enquiries should be passed to senior management.

This means that staff:

- *need to know the name of their Designated Safeguarding Lead and be familiar with child protection procedures and guidance:*
- *are expected to treat information they receive about pupils and families in a discreet and confidential manner*
- *should seek advice from a senior member of staff (designated safeguarding lead) if they are in any doubt about sharing information they hold, or which has been requested of them*
- *need to be clear about when information can/ must be shared and in what circumstances*
- *need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported*
- *need to ensure that, where personal information is recorded electronically, that those systems and devices are kept secure*

## STANDARDS OF BEHAVIOUR

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

This means that staff should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model*
- *make, or encourage others to make sexual remarks to, or about, a pupil*
- *use inappropriate language to or in the presence of students*
- *discuss their personal or sexual relationships with or in the presence of students*
- *make (or encourage others to make) unprofessional personal comments which scapegoat, demean, discriminate, or humiliate, or might be interpreted as such*

This means that staff should:

- *inform the principal or specified person of any cautions, convictions, or relevant orders accrued during their employment, and / or if they are charged with a criminal offence*
- *be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children*

This means that school leaders should:

- *have a clear expectation that staff will discuss with managers or SLT any relationship / association (in or out of school or online) that may have implications for the safeguarding of children in school*
- *create a culture where staff feel able to raise these issues*
- *safeguard their employees' welfare and contribute to their duty of care towards their staff*
- *identify whether arrangements are needed to support these staff*
- *consider whether there are measures that need to be put in place to safeguard children (e.g., by putting arrangements in place to stop or restrict a*

<p><i>Continued...</i></p> <p>The Disqualification under the Childcare Act 2006 (Regulations 2018) state that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the school’s ability to safeguard students. This applies to all staff.</p>	<p><i>person coming into school where a potential risk to children has been identified)</i></p> <p>Schools must not:</p> <ul style="list-style-type: none"> <li>• <i>ask intrusive questions of staff regarding those they live with or have relationships / associations with.</i></li> </ul>
<p><b>DRESS AND APPEARANCE</b></p> <p>A person’s dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life.</p> <p>Staff should ensure they are dressed decently, safely, and appropriately for the tasks they undertake; this also applies to online or virtual teaching or when working with small groups on site. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.</p>	<p>This means that staff should wear clothing which:</p> <ul style="list-style-type: none"> <li>• <i>promotes a positive and professional image</i></li> <li>• <i>is appropriate to their role</i></li> <li>• <i>is not likely to be viewed as offensive, revealing, or sexually provocative</i></li> <li>• <i>does not distract, cause embarrassment, or give rise to misunderstanding</i></li> <li>• <i>is absent of any political or otherwise contentious slogans</i></li> <li>• <i>is not considered to be discriminatory</i></li> <li>• <i>is compliant with professional standards</i></li> <li>• <i>in online engagement, is similar to the clothing they would wear on a normal school day</i></li> </ul>
<p><b>GIFTS, REWARDS, FAVOURITISM AND EXCLUSION</b></p> <p>OIC has policies in place regarding the giving of gifts or rewards to students and the receiving of gifts from them or their parents/carers. There is a gift register and all gifts over the value of £50 must be registered with HR.</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><i>Continued...</i></p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>be aware of and understand their organisation’s relevant policies, e.g., rewarding positive behaviour</i></li> <li>• <i>ensure that gifts received or given in situations which may be misconstrued are declared and recorded</i></li> <li>• <i>only give gifts to a student as part of an agreed reward system</i></li> <li>• <i>where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally</i></li> </ul>



<p>There are occasions when students or parents wish to pass small tokens of appreciation to staff e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.</p> <p>Any reward given to a student should be in accordance with agreed practice, consistent with the school or setting's behaviour policy, recorded and not based on favouritism.</p> <p>Adults should exercise care when selecting children for specific activities, jobs, or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when students are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.</p>	<ul style="list-style-type: none"> <li>• <i>ensure that all selection processes of students are fair, and these are undertaken and agreed by more than one member of staff</i></li> <li>• <i>ensure that they do not behave in a manner which is either favourable or unfavourable to individual students</i></li> </ul>
<p><b>SOCIAL CONTACT OUTSIDE OF THE WORKPLACE</b></p> <p>It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.</p> <p>It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.</p> <p>Continued...</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>always approve any planned social contact with students or parents with a member of the SLT, for example when it is part of a reward scheme</i></li> <li>• <i>advise senior management of any regular social contact they have with a student which could give rise to concern</i></li> <li>• <i>refrain from sending personal communication to students or parents unless agreed with a member of the SLT.</i></li> <li>• <i>inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship</i></li> </ul>

<p>Staff should recognise that some types of social contact with students or their families could be perceived as harmful or exerting inappropriate influence on children and may bring the setting into disrepute (e.g., attending a political protest, circulating propaganda).</p> <p>If a student or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.</p> <p>Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with a member of the SLT and where necessary referrals made to the appropriate support agency.</p>	<ul style="list-style-type: none"> <li>• <i>inform the senior Leadership Team of any requests or arrangements where parents wish to use their services outside of the workplace e.g., babysitting, tutoring</i></li> </ul>
<p><b>USE OF TECHNOLOGY</b></p> <p>Staff should:</p> <ul style="list-style-type: none"> <li>• Not use mobile phones when they are working with students. They should be switched off or put on silent and be kept out of site.</li> <li>• Only use college cameras, iPads, tablets, recording equipment to take images of students</li> <li>• Not engage in personal communication with students using texting, emails, technology or social media</li> <li>• Never take photos or videos of students on their personal phones or cameras</li> <li>• Not give out personal phone numbers or emails</li> </ul> <p>Continued...</p>	

#### USE OF PHOTOGRAPHS AND VIDEOS IN OTHER CIRCUMSTANCES

- Ensure that parents have given consent for images to be used in advertising, publications or displayed in public places
- Ensure that images are checked for suitability when used in advertising, publications or displayed in public places
- Ensure that students are not named when images are used in advertising, publications or displayed in public places

Additional information in ['Use of Technology for Online Learning/Virtual Teaching'](#).

### PHYSICAL CONTACT

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the students' individual needs and any agreed care plan.

Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the student's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.

Staff should acknowledge that some students are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and so far as is possible, use a level of contact and/or form of communication which is acceptable to the student.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Continued...

This means that staff should:

- *be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer, or any person to whom this action is described*
- *There are situations where physical contact with a student is appropriate and acceptable. As a general principle, staff must not make gratuitous physical contact with a student and should only have contact in a way that is appropriate to their professional role.*
- *Contact must not be intrusive, prolonged, or overwhelming.*
- *never touch a pupil in a way which may be considered indecent*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny*
- *never indulge in horseplay or fun fights*
- *always explain to the student the reason why contact is necessary and what form that contact will take*
- *report and record situations which may give rise to concern*
- *be aware of cultural or religious views about touching and be sensitive to issues of gender*

Adults should, therefore, use their professional judgement at all times.

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 by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to a member of the SLT and recorded. Where

This means that education settings should:

- *ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management*
- *provide staff, on a 'need to know' basis, with relevant information about vulnerable children in their care*

<p>appropriate, the DSL should consult with the Local Authority Designated Officer (the DO).</p> <p>Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these students may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries. A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Students with special educational needs or disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in</p> <p>terms of the pupil's needs, consistently applied and open to scrutiny.</p>	
<p><b>OTHER ACTIVITIES THAT REQUIRE PHYSICAL CONTACT</b></p> <p>In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury.</p> <p>Continued...</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>treat students with dignity and respect and avoid contact with intimate parts of the body</i></li> <li>• <i>always explain to a student the reason why contact is necessary and what form that contact will take</i></li> <li>• <i>seek consent of parents where a student is unable to give this, e.g., because of age or disability</i></li> <li>• <i>consider alternatives, where it is anticipated that a student might misinterpret any such contact</i></li> </ul>
<p>Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the student. Contact should be relevant to their age / understanding and adults should remain sensitive to</p>	<ul style="list-style-type: none"> <li>• <i>be familiar with and follow recommended guidance and protocols</i></li> <li>• <i>conduct activities where they can be seen by others</i></li> <li>• <i>be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact</i></li> </ul>

<p>any discomfort expressed verbally or non-verbally by the student.</p> <p>Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sport's governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the DSL and parent or carer.</p> <p>It is good practice that all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers and pupils informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.</p>	<ul style="list-style-type: none"> <li>• <i>have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct.</i></li> <li>• <i>ensure that staff are made aware of this guidance and that it is continually promoted</i></li> </ul>
<p><b>INTIMATE / PERSONAL CARE</b></p> <p>Arrangements for intimate and personal care should be open and transparent and accompanied by recording systems. Students should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.</p> <p>Continued...</p>	<p>This means that education settings should:</p> <ul style="list-style-type: none"> <li>• <i>have written care plans in place for any student who could be expected to require intimate care</i></li> <li>• <i>update care plans in writing where appropriate, e.g., because there are changes to staff rotas, etc.</i></li> <li>• <i>ensure that pupils are actively consulted about their own care plan</i></li> <li>• <i>ensure that intimate / personal care is provided by staff known to the child</i></li> <li>• <i>ensure that only individuals that have been checked against the relevant DBS barred list are permitted to engage in intimate or personal care</i></li> <li>• <i>ensure that temporary or visiting staff have been trained in intimate and personal care procedures</i></li> </ul>
<p>Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>adhere to their organisation's intimate and personal care policy</i></li> <li>• <i>make other staff aware of the task being undertaken</i></li> </ul>

been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers, and the student, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the care plan should be made in writing and without delay, even if the change in arrangements is temporary, e.g., staff shortages, changes to staff rotas during the pandemic, etc. Intimate and personal care should not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers. Volunteers and visiting staff from other schools should not undertake care procedures without appropriate training.

Students are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard students, 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 children concerned and sensitive to the potential for embarrassment.

- *always explain to the student what is happening before a care procedure begins*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information their parents/carers*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering*
- *always consider the supervision needs of the pupils and only remain in the room where their needs require this*

This means that adults should not:

- *change or toilet in the presence or sight of pupils*
- *shower with pupils*
- *allow any adult to assist with intimate or personal care without confirmation from senior leaders that the individual is not barred from working in regulated activity*
- *assist with intimate or personal care tasks which the student is able to undertake independently*

<p><b>BEHAVIOUR MANAGEMENT</b></p> <p>Corporal punishment and smacking are unlawful in all schools and education settings.</p> <p>Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.</p> <p>Where pupils display difficult or challenging behaviour, adults should follow the school's or setting's behaviour and discipline policy using strategies appropriate to the circumstance and situation.</p> <p>Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties, including, for example, a medical officer where appropriate.</p> <p>Senior managers should ensure that the establishment's behaviour policy includes clear guidance about the use of isolation and seclusion. The legislation on these strategies is complex and staff should take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights and/or false imprisonment.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>not use force as a form of punishment</i></li> <li>• <i>Shouting, swearing and sarcasm should not be used</i></li> <li>• <i>try to defuse situations before they escalate e.g., by distraction</i></li> <li>• <i>Students and staff to be aware of the Sanctions and Promoting Good Behaviour Policy</i></li> <li>• <i>keep parents informed of any sanctions or behaviour management techniques used</i></li> <li>• <i>be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour</i></li> <li>• <i>follow the establishment's Sanctions and Promoting Good Behaviour Policy</i></li> <li>• <i>behave as a role model</i></li> <li>• <i>avoid shouting at children other than as a warning in an emergency/safety situation</i></li> <li>• <i>be aware of the legislation and potential risks associated with the use of isolation and seclusion</i></li> <li>• <i>comply with legislation and guidance in relation to human rights and restriction of liberty</i></li> </ul>
<p><b>THE USE OF CONTROL AND PHYSICAL INTERVENTION</b></p> <p>Early years providers must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided.</p> <p>Continued...</p>	<p>College has:</p> <ul style="list-style-type: none"> <li>• <i>a lawful physical intervention policy consistent with local and national guidance</i></li> <li>• <i>regularly acquaint staff with policy and guidance</i></li> <li>• <i>have an agreed policy for when and how physical interventions should be recorded and reported</i></li> </ul>



A person will not be taken to have used corporal punishment if the action was taken for reasons that include averting an immediate danger of personal injury to, or an immediate danger of death of, any person including the child.

The law and guidance for schools' states that adults may reasonably intervene to prevent a child from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline.

Care staff in residential special schools which are also registered as children's homes are not permitted to use physical intervention to maintain good order or discipline and should refer to the Children's Homes Regulations (England) 2015 for information.

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where the school or setting judges

that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan.

In all cases where physical intervention has taken place, it would be good practice to record the incident and subsequent actions and report these to a

manager and the child's parents. (In a children's home it is a legal requirement to record such incidents.)

Similarly, where it can be anticipated that physical intervention is likely to be required, a plan should be put in place which the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit settings to use unlawful physical intervention or deprive a pupil of their liberty.

This means that staff should:

- *adhere to the school or setting's*
- *physical intervention policy*
- *always seek to defuse situations and avoid the use of physical intervention wherever possible*
- *where physical intervention is necessary, only use minimum force and for the shortest time needed*

This means that staff should not

- *use physical intervention as a form of punishment*

### SEXUAL CONDUCT

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing students 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 purpose is to gain the trust of a child and manipulate the relationship so sexual abuse can take place. All staff should undertake appropriate training so they are fully aware of those behaviours that may constitute 'grooming' and of their responsibility to always report to a SLT or DSL any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.

This means that staff should:

- *not have any form of sexual contact with a student from the school or setting*
- *avoid any form of touch or comment which is, or may be considered to be, indecent*
- *avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g., verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact*
- *not make sexual remarks to or about a pupil*
- *not discuss sexual matters with or in the presence of students other than within agreed curriculum content or as part of their recognised job role*

### ONE TO ONE SITUATIONS

Staff working in one-to-one situations with students at the setting, including visiting staff from external organisations can be more vulnerable to allegations or complaints.

Continued...

This means school leaders should:

- *keep pupil numbers under constant review*
- *ensure that risk assessments and emergency procedures are reviewed in the event of lone working / very small numbers on site*
- *liaise with the LA on suitable alternative provision if the school needs to close due to very low pupil numbers*



To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one-to-one work should always be undertaken. Each assessment should take into account the individual needs of each student and should be reviewed regularly. Arranging to meet with students from the school or setting away from the work premises should not be permitted unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil, and their parents/carers.

During the current school closures, the DfE suggests that if there is only one vulnerable child or child of a critical worker, the school should consider closing, and liaise with the local authority to identify alternative provision, e.g., at a hub school. If the school must remain open with only one or two children, there should be more than one member of staff to meet fire safety, first aid, supervision, and other emergency procedures.

This means that staff should:

- *work one to one with a child only where absolutely necessary and with the knowledge and consent of senior leaders and parents/carers*
- *be aware of relevant risk assessments, policies, and procedures*
- *ask another member of staff to be present if they feel the meeting may be controversial*
- *ensure that wherever possible there is visual access and/or an open door in one-to-one situations*
- *avoid meeting in areas of the college which are removed from other public spaces*
- *be aware of the risk of allegations being made*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a student becomes distressed, anxious, or angry*
- *consider the needs and circumstances of the student involved*

### HOME VISITS

All work with pupils and parents should usually be undertaken in the school or setting or other recognised workplace. There are however occasions, in response to an urgent, planned, or specific situation or job role, where it is necessary to make one-off or regular home visits.

In the current situation, some settings may ask staff to undertake welfare visits, particularly in the EYFS or to primary age children. Settings should take into account the advice of their local authority early years' service and / or MAP when deciding whether these home visits are proportionate and desirable.

Continued...

This means that staff should:

- *agree the purpose for any home visit or visit to the student accommodation with a member of the SLT*
- *have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and / or partner agencies*
- *adhere to agreed risk management strategies*
- *avoid unannounced visits wherever possible*
- *ensure there is visual access and/or an open door in one-to-one situations observe social distancing at all times*
- *except in an emergency, never enter a home without the parent or carer's consent or when the parent is absent*
- *always make detailed records including times of arrival and departure*
- *ensure any behaviour or situation which gives rise to concern is discussed with their manager*

Staff will normally undertake home visits with a colleague. Staff undertaking welfare visits should always try to give parents / carers advance warning unless there is good reason not to, e.g., because the visit has been prompted by safeguarding concerns and / or is at the request of children's social care. In these cases, one of the staff undertaking the visit should be a Designated safeguarding lead or deputy safeguarding person. The purpose of the visit should be clarified, and staff should be aware of the circumstances in which emergency services or partner agencies should be contacted. It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and pupils, who can be more vulnerable in these situations.

A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the pupil, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g., hostility, child protection concerns, complaints, or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be put in place before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

This means that education settings should:

- *ensure that they have home visit and lone-working policies which all adults are made aware of. These should include arrangements for risk assessment and management*
- *ensure that policies reflect any procedures or guidance issued by the MAP in relation to undertaking home visits*
- *ensure that all visits are justified and recorded*
- *ensure that staff understand the purpose and limitations of welfare visits*
- *ensure that staff are not exposed to unacceptable risk*
- *make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent*
- *ensure that staff have access to a mobile telephone and an emergency contact number*

#### TRANSPORTING PUPILS

In certain situations, staff or volunteers may be required or offer to transport students as part of their work. As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Continued...

This means that staff should:

- *under normal staff should not transport students in their vehicles with out the permission of the principle or SLT.*
- *Staff must have appropriate business transport*
- *take into account any specific or additional needs of the student*
- *have an appropriate licence and insurance for the vehicle*

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the child/ren.

If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised. Staff should not offer lifts to pupils unless the need for this has been agreed by a manager. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats / booster seats for younger children.

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 carrying capacity is not exceeded. Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s). The school's health and safety policy and/or educational visits policy should set out the arrangements under which staff may use private vehicles to transport pupils

- *ensure they are fit to drive and free from any drugs, alcohol, or medicine*
- *which is likely to impair judgement and/ or ability to drive*
- *ensure that if they need to be alone with a student this is for the minimum time*
- *be aware that the safety and welfare of the student is their responsibility until this is safely passed over to a parent/carer*
- *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger, and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven*
- *ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified*
- *refer to Local and National guidance for educational visits*

This means education settings should: seek evidence that:

- *the vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer*
- *the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements*
- *there is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.*
- *Retain evidence of the above with the risk assessment*

### EDUCATIONAL VISITS

Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety available at

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

The duties in the Health and Safety at Work etc. Act 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in Great Britain. All school employers

must have a Health and Safety policy. This should include policy and procedures for off-site visits, including residential visits and any school-led adventure activities. The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This would include assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks. For regular activities, such as taking pupils to a local swimming pool, the

risks should be considered under the school's general arrangements and a check to make sure that the precautions remain suitable is all that is required. For annual or infrequent activities, a review of an existing assessment may be all that is needed. For new higher-risk activities or trips, a specific assessment of the significant risks should be carried out.

Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where 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.

Continued...

This means that staff should:

- *adhere to their organisation's educational visits guidance*
- *always have another adult present on visits, unless otherwise agreed with senior staff*
- *undertake risk assessments*
- *have the appropriate consents in place (e.g., medical)*
- *ensure that their behaviour remains professional at all times*
- *never share beds with a child/pupil*
- *refer to local and national guidance for educational visits, including*
- *exchange visits (both to the UK and abroad)*



<p>Where out of school or setting activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, adults, and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.</p>	
<p><b>FIRST AID AND MEDICATION</b></p> <p>In exceptional circumstances, the Managing Health &amp; Safety at Work Regulations do allow an organisation to function without any member of staff being trained in 'First Aid at Work'. If a school has no trained first aider due to COVID-19, it is the responsibility of school leaders and / or the employer to identify a senior person on site each day to lead on any crisis or serious incident including the provision of first aid. This decision should be supported by a risk assessment that takes into account the number of staff, children and / or other visitors on site, the proximity of emergency services, any particular risks presented, etc. Risks should be minimised as much as possible, for example by not undertaking high risk or adventurous activities. The college does have first aiders and staff are encouraged to seek training.</p>	<p>This means that education settings should:</p> <ul style="list-style-type: none"> <li>• <i>ensure there are trained and named individuals to undertake first aid responsibilities and if relevant</i></li> <li>• <i>if there is no member of staff available who has completed 'first aid at work' training, identify a senior person to be responsible each day</i></li> <li>• <i>review and update first aid, medicines in school and crisis/emergency policies and relevant risk assessments</i></li> <li>• <i>refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions</i></li> </ul> <p>This means that adults should:</p> <ul style="list-style-type: none"> <li>• <i>adhere to the school or setting's health and safety and supporting students with medical conditions policies</i></li> <li>• <i>make other staff aware of the task being undertaken</i></li> <li>• <i>have regard to students' individual healthcare plans</i></li> <li>• <i>always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities</i></li> <li>• <i>explain to the pupil what is happening.</i></li> <li>• <i>always act and be seen to act in the pupil's best interest</i></li> <li>• <i>make a record of all medications administered</i></li> <li>• <i>not work with pupils whilst taking medication unless medical advice confirms that they are able to do so</i></li> </ul>

#### USE OF TECHNOLOGY FOR ONLINE / VIRTUAL TEACHING

There has been a sharp increase in the use of technology for remote learning since March 2020 and this addendum provides some basic guidelines for staff and school leaders.

All settings should review their online safety and acceptable use policies and amend these if necessary, ensuring that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice and any temporary changes to policy / procedures.

When selecting a platform for online / virtual teaching, settings should satisfy themselves that the provider has an appropriate level of security.

Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled.

In deciding whether to provide virtual or online learning for pupils, senior leaders should take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc. Virtual lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop into any virtual lesson at any time – the online version of entering a classroom.

Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents.

Continued...

This means that senior leaders should:

- *review and amend their online safety and acceptable use policies to reflect the current situation*
- *ensure that all relevant staff have been briefed and understand the policies and the standards of conduct expected of them*
- *consider the impact that virtual teaching may have on children and their parents/ carers / siblings*
- *determine whether there are*
- *alternatives to virtual teaching in 'real time' – e.g., using audio only, pre-recorded lessons, existing online resources*
- *be aware of the virtual learning timetable and ensure they have the capacity to join a range of lessons*
- *take into account any advice published by the local authority, MAP or their online safety / monitoring software provider*

This means that staff should:

- *adhere to their establishment's policy*
- *be fully dressed*
- *ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose*
- *have a background that is appropriate*
- *avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session*
- *only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so*
- *be able to justify images of pupils in their possession*

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<p>The following points should be considered:</p> <ul style="list-style-type: none"> <li>• think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred</li> <li>• staff and pupils should be in living / communal areas (no bedrooms)</li> <li>• staff and pupils should be fully dressed</li> <li>• filters at a child’s home may be set at a threshold</li> <li>• which is different to the school</li> <li>• resources / videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content</li> </ul>	<p>This means that adults should not:</p> <ul style="list-style-type: none"> <li>• <i>contact pupils outside the operating times defined by senior leaders</i></li> <li>• <i>take or record images of pupils for their personal use</i></li> <li>• <i>record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)</i></li> <li>• <i>engage online while children are in a state of undress or semi-undress</i></li> </ul>
<p><b>EXPOSURE TO INAPPROPRIATE IMAGES</b></p> <p>Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.</p> <p>There are no circumstances that will justify adults: making, downloading, possessing, or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the settings or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.</p> <p>If indecent images of children are discovered at the establishment or on the school or setting’s equipment an immediate referral should be made to the Designated Officer (DO) and the police contacted if relevant. The images/equipment should be secured and there should be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the school, a referral should also be made to children’s social care in line with local arrangements.</p> <p>Continued...</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>abide by the establishment’s acceptable use and e-safety policies</i></li> <li>• <i>ensure that children cannot be exposed to indecent or inappropriate images</i></li> <li>• <i>ensure that any films or material shown to children are age appropriate</i></li> </ul>

<p>Under no circumstances should any adult use school or setting equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.</p> <p>to continue working with children and young people. Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the DO contacted without delay. Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.</p>	
<p><b>PERSONAL LIVING ACCOMMODATION INCLUDING ON-SITE PROVISION</b></p> <p>Staff should not invite any pupils into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the pupil's parents/carers.</p> <p>It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for e.g., discussion of reports, academic reviews, tutorials, pastoral care or counselling. Managers should ensure that appropriate accommodation for such activities is found elsewhere in the setting.</p> <p>Under no circumstances should pupils be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation.</p> <p>This guidance should also apply to all other persons living in or visiting the private accommodation.</p>	<p>This means that staff should:</p> <ul style="list-style-type: none"> <li>• <i>be vigilant in maintaining their privacy, including when living in on-site accommodation</i></li> <li>• <i>be mindful of the need to avoid placing themselves in vulnerable situations</i></li> <li>• <i>refuse any request for their accommodation to be used as an additional resource for the school or setting</i></li> <li>• <i>be mindful of the need to maintain appropriate personal and professional boundaries</i></li> <li>• <i>not ask pupils to undertake jobs or errands for their personal benefit</i></li> </ul>

#### OVERNIGHT SUPERVISION AND EXAMINATIONS

There are occasions during exam periods when timetables clash and arrangements need to be made to preserve the integrity of the examination process. In these circumstances, examination boards may allow candidates to take an examination the following morning, including Saturdays.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff.

The examination board requires the centre to determine a method of supervision which ensures the candidate's wellbeing. As a result, in some circumstances staff may be asked to volunteer to supervise students perhaps in their own homes.

The overriding consideration should be the safeguarding of both the pupil and staff; therefore, many local authorities, professional associations and unions do not endorse the practice of staff supervising candidates overnight in their own homes. Some schools employ alternatives such as a 'sleep-over' on the school premises.

Where arrangements are made for a staff member to supervise a pupil overnight then all necessary safeguards should be in place.

This means that:

- *schools should ensure that all arrangements reflect a duty of care towards pupils and staff*
- *Where staff do supervise candidates overnight:*
- *a full health and safety risk assessment should have been undertaken*
- *all members of the household should have had appropriate vetting including where eligible, DBS and barred list checks*
- *all arrangements should be made in partnership and agreement with the pupil and parents/carers*
- *arrangements involving one to one supervision should be avoided wherever possible.*
- *as much choice, flexibility and contact with 'the outside world', should be incorporated into any arrangement so far as is consistent with appropriate supervision*
- *whenever possible, independent oversight of arrangements should be made, ▪ any situation which gives rise to complaint, disagreement or misunderstanding should be reported*
- *staff should have regard to any local and national guidance*

**CURRICULUM**

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or 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 can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g., drama.

CONTINUED...

This means that staff should:

- *have clear written lesson plans*
- *take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries*
- *be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.*

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead. Care should be taken to comply with the setting's policy on spiritual, moral, social, cultural (SMSC) which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships and sex education (RSE). It should be noted that parents have the right to withdraw their children from all or part of any sex education provided but not from the National Curriculum for Science.

This means that adults should not:

- *enter into or encourage inappropriate discussions which may offend or harm others*
- *undermine fundamental British values*
- *express any prejudicial views*
- *attempt to influence or impose their personal values, attitudes or beliefs on pupils*

### WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Education settings should have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998. Staff who use whistle blowing procedures should have their employment rights protected.

Staff should recognise their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies and that to not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

Staff should be reminded of the routes for raising concerns during school closure or part closure, including how to escalate their concern if the normal routes for whistleblowing are impeded by the absence/illness of senior managers.

This means that schools and settings should:

- *have a whistleblowing policy in place which is known to all, and which has been reviewed / amended in the light of the current pandemic*
- *include in the whistleblowing policy how to escalate concerns if they believe that safeguarding arrangements in the setting are not effective, or a child/ren are not being protected*
- *have clear procedures for dealing with allegations against persons working in or on behalf of the school or setting*

This means that staff should:

- *escalate their concerns if they believe a child or children are not being protected*
- *report any behaviour by colleagues that raises concern*
- *report allegations against staff and volunteers to their manager, or registered provider, or where they have concerns about the manager's response*
- *report these directly to the DO*



**SHARING CONCERNS AND RECORDING INCIDENTS**

All staff should be aware of their establishment's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers.

In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the headteacher, senior manager or Designated Safeguarding Lead as appropriate.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with or behaviour towards pupils, so that appropriate support can be provided and/or action can be taken.

In order to safeguard and protect pupils and colleagues, where staff have any concerns about someone who works with children, they should immediately report this to the Head teacher, proprietor or senior manager in line with the setting's procedures.

This means that staff should:

- *be familiar with their establishment's arrangements for reporting and recording concerns and allegations*
- *know how to contact the DO and Ofsted/regulatory body directly if required*
- *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 setting*

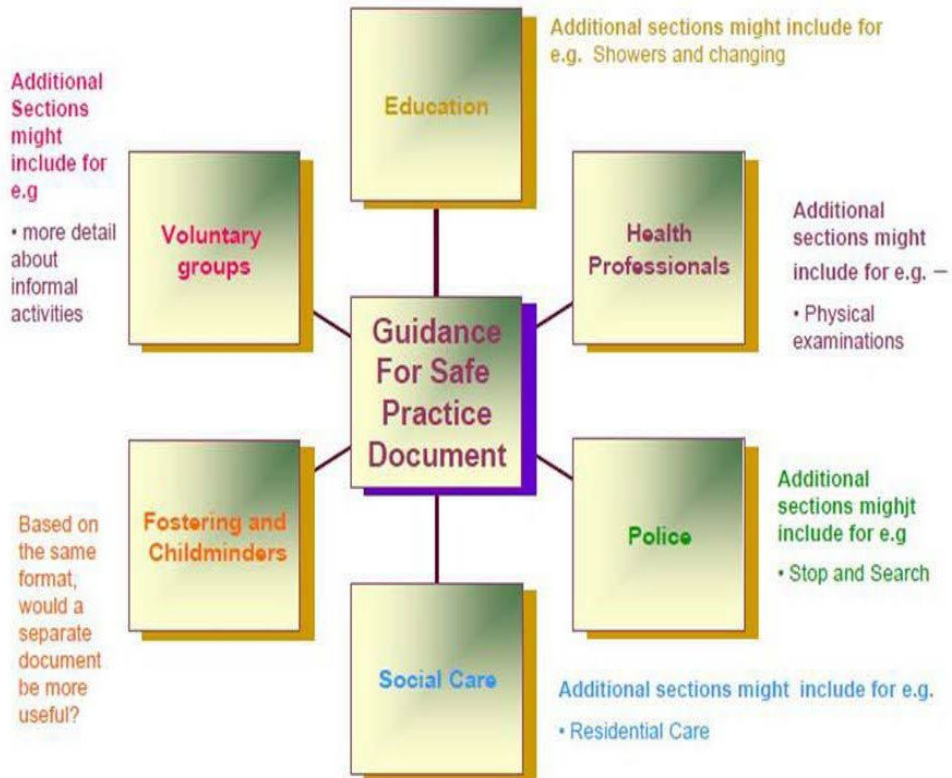
This means that education settings should:

- *have an effective, confidential system for recording and managing concerns*
- *raised by any individual regarding adults' conduct and any allegations against staff and volunteers*

APPENDICES

APPENDIX 1

This generic document can be used as a base upon which other disciplines/agencies develop specific guidance for adults working in specialised areas.



## APPENDIX 2

This generic document can be used to support safer recruitment and selection practices, induction, and on-going training programmes and where necessary, disciplinary and child protection procedures.



### FURTHER INFORMATION

For further information about the staff code of conduct at OIC please speak with Kim Terrar.

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