



Ash Manor School

Code of Safe Conduct – Staff

Safeguarding Children and Young People

Ash Manor School highly values our staff and wish to encourage your support, contributions and assistance.

It is our duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all employees and pupils are safe and cared for.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of employees behave appropriately whilst working with our pupils. However, expected conduct of adults working in a school is governed by certain laws and government guidance (e.g. smacking children).

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against you.

You must:-

- Adhere to the schools' Safeguarding, Behaviour, Touch and Restrictive Physical Intervention, Health and Safety and e-safety Policies.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Observe people's rights to confidentiality (unless you need to report something to the Headteacher e.g. child protection concerns).
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.

- Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.
- Not discriminate favourably or unfavourably towards any child.
- Not make arrangements to contact, communicate or meet children outside of your work.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE Kit, football boots, uniform.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner e.g. exceed the speed limit whilst driving, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy or otherwise unsafe or not properly insured, use a mobile phone, fail to use seat belts or drive safely whilst transporting children.
- Never undertake any work with children when you are not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.
- Report to the Headteacher:
 - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
 - Any difficulties you experience e.g. Coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
 - Any behaviours of another person working for the school, which gives you, cause for concern. (You will be protected by our 'whistle blowing policy' in these circumstances).

I _____ (print name), have read the school's information for staff and agree to abide by the Code of Safe Conduct therein.

Signed: _____ Date: _____

Many thanks for your support of the school and it's arrangements for the safety and care of children and adults in our school community

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Miss A Bailey - Headteacher