

**Staff, Visitors and Volunteers Code of Conduct**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Director</b>
<b>09.12.17</b>	<b>08.12.18</b>	<b>Kirsty Crosby</b>	<b>Joan Wilkes</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Health and Safety at Work Act 1974
- Disability Discrimination Act 1995
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Children Act 2004
- Education and Inspections Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection and Freedoms Act 2012
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and Other Staff (DfE)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF)
- Keeping Children Safe in Education (DfE) September 2016
- Working Together to Safeguarding Children (The Stationery Office) July 2015

We have a duty to safeguard and to promote the welfare of all pupils by protecting them from maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and to take appropriate action enabling them to have the best outcomes.

We have a statutory duty to ensure that, so far as reasonably practicable, the school premises are safe and that visitors to school come to no harm. We have in place school security systems to ensure the personal safety of the whole school community.

We require all visitors such as parents/carers, education officials, local authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable

### ***LIBRA School***

documentation. Visitors will be asked to sign the visitor's book and will wear a visitors badge at all times. Visitors will be escorted throughout the duration of their visit and will not come into contact with pupils other than with a member of the school personnel.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner. They have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead (Mrs Gina Dyer) please see the photoboard in reception if you need to identify her.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We believe we have a duty to safeguard and to promote the welfare of pupils and to protect school staff by creating a whole school culture that is safe and inclusive. We want to maintain a whole school culture by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

We value and respect all pupils and understand that we have a key role to play in identifying child protection concerns as the safeguarding of children and their welfare is paramount. Therefore, we must ensure all school staff (and volunteers) are appointed following the safer recruitment guidelines and procedures, Disclosure and Barring Service checked, trained in child protection procedures, understand their roles and comply with the code of conduct.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We aim to be judged 'Outstanding' in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by ensuring that the behaviour and safety of pupils, and the leadership and management at this school is of a very high standard.

## **LIBRA School**

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To safeguard and to promote the welfare of pupils and to protect school staff.
- To create and maintain an ethos of mutual respect, openness and fairness.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Directors**

The Directors have:

- delegated powers and responsibilities to the School Manager to ensure that all school staff are aware of the School Code of Conduct for safeguarding children;
- delegated powers and responsibilities to the School Manager to ensure all visitors to the school are aware of and comply with this policy;
- delegated powers and responsibilities to the Headteacher to ensure:
  - compliance with procedures and practice of the Local Authority and the Local Safeguarding Children Board (LSCB)
  - procedures are in place to deal with allegations against school staff and volunteer helpers
  - allegations against school staff or volunteer helpers are referred to the local authority designated officer (LADO)
  - compliance with their legal duty of referring to the Disclosure and Barring Service (DBS) if a member of the school staff or volunteer helper has been dismissed due to safeguarding concerns
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Manager to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Headteacher**

The Headteacher will:

- ensure that all school staff are aware of their responsibilities that are outlined in this policy;

### **LIBRA School**

- ensure that all school staff are aware of other school policies such as Safeguarding and Child Protection, Behaviour and Discipline, Anti-Bullying and Racial Equality;
- ensure all school staff and volunteer helpers are aware of who is the Designated Safeguarding Person;
- ensure that the Safer Recruitment Policy and Procedures are in place and up to date;
- ensure Disclosure and Barring Service Checks are in place for all staff and volunteers;
- ensure all staff and volunteers undertake annual safeguarding training;
- provide leadership and vision in respect of equality;
- Make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Directors on the success and development of this policy

### **Role of the Nominated Manager**

The Nominated Manager will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Directors every term;
- annually report to the Directors on the success and development of this policy

### **Role of School Staff and Volunteers & the Code of Conduct**

School staff must:

- behave professionally and exercise confidentiality – in and outside of school;
- work together to create a school culture that is based on mutual and appropriate respect;
- be trained in Safeguarding/Child protection procedures and to understand their role in this regard;
- know who the Designated Safeguarding Officer is (Mrs Gina Dyer), their Deputy (Mr Clive Crosby) and their roles – check the photoboard in reception to identify them;
- be aware of the signs of abuse and neglect and report their concerns;
- ensure pupils understand and are aware of child protection procedures;
- not initiate any physical conduct or personal relationship with a child;
- only exercise physical restraint as a last resort;
- avoid being in a room alone with a child and with the door shut;
- speak with a child with the door open or with another adult present;
- treat other school staff with respect;
- use social networking sites wisely and cautiously so that they do not jeopardise themselves, others or their place of work;
- be cautious when using social networking sites and must:
  - set their profile as private;
  - not allow access to pupils or parents/carers;
  - avoid publishing or allowing to be published any material/comments/images that could damage their professional reputation or bring the school into disrepute.
- not outside school hours make contact with pupils or parents/carers via telephone, text message, email or on social networking sites;

### **LIBRA School**

- not give their personal details such as mobile and home telephone numbers, home or email address;
- treat resources responsibly and if possible reduce, re-use and recycle resources;
- be aware of the company's guidelines on handling money;
- create and maintain a good and open relationship with parents;
- create a positive classroom environment where all children are respected and valued;
- be aware of how to record and report concerns about another member of staff (refer to the Whistleblowing Policy);
- take care of their physical and mental well-being by maintaining a healthy work-life balance;
- Adhere to all guidance regarding criminal records checks and suitability periodically throughout employment – as and when requested;
- Acknowledge that under section 16 of The Sexual Offences Act 2003 it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 years of age where that person is in a position of trust in respect of that child, even if the relationship is consensual. (A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if she/he does not teach the child).
- be aware of counselling and support systems in school and through the Local Authority.
- be aware of the document 'Safer Working Practices for Adults working with children and young people in education settings' in particular:
  - The welfare of the child is paramount
  - Staff should understand their responsibilities to safeguard and promote the welfare of pupils
  - Staff 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
  - Staff should work, and be seen to work, in an open and transparent way
  - Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
  - Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
  - Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
  - Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
  - Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).
  - Staff and managers should continually monitor and review practice to ensure this guidance is followed
  - Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their Local Safeguarding Children Board LSCB procedures.

## **LIBRA School**

In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' September 2016 and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.

If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby).

Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

### **Role of Visitors & the Code of Conduct**

Visitors must:

- work together with staff to create a school culture that is based on mutual and appropriate respect;
- read the contents of our 'Safeguarding' Noticeboard to ensure you are aware of your Safeguarding arrangements and responsibilities as a Visitor and to identify the Safeguarding Officers, if in doubt, request a copy of our most up to date Safeguarding Policy and Procedures from the office;
- be aware of the signs of abuse and neglect and report their concerns;
- ensure pupils understand and are aware of child protection procedures;
- not initiate any physical conduct with a child;
- avoid being in a room alone with a child and with the door shut;
- speak with a child with the door open or with another adult present;
- treat other school staff with respect;
- treat resources responsibly and if possible reduce, re-use and recycle resources;
- create and maintain a good and open relationship with staff;
- be aware of how to record and report concerns about a member of staff (refer to the Whistleblowing Policy);
- Have read DfE's 'Keeping Children Safe in Education' 2016 Part 1
- not give gifts to pupils;
- retain professional and appropriate boundaries with pupils.

### **Role of Pupils**

Pupils must be made aware of:

- basic safeguarding procedures in school such as visitors signing in and wearing visitor badges;
- how to assess risk to themselves;
- how to keep themselves safe.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

## LIBRA School

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher and school manager consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Directors
- information displays in the main school entrance

### Training

We ensure all school staff have equal chances of training, career development and promotion.

Periodic training will be organised for all school staff so that they are kept up to date with new information and guide lines concerning equal opportunities.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

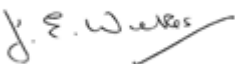
### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and a Director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

▪ Safeguarding & Child Protection	▪ Conditions of Service	▪ Contract of Employment
▪ Disciplinary Procedure	▪ Grievance Procedure	▪ Induction of New Staff
▪ Safer Recruitment	▪ Disclosure and Barring Service Checks	▪ Internet

<b>Director</b>		<b>Date:</b>	09.12.17
-----------------	---	--------------	----------

LIBRA School

**Initial Equality Impact Assessment**

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Staff and Visitors Code of Conduct	As stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups															Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
		✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
	✓			✓			✓			✓			✓			✓			✓			✓			✓	
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
	✓			✓			✓			✓			✓			✓			✓			✓				✓

**Conclusion** We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Julie Farr	09.12.17	Joan Wilkes	09.12.17



**LIBRA School**

**Policy Evaluation**

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Nominated Director in place	✓			
• Coordinator carries out role effectively	✓			
• Headteacher, coordinator and nominated Director work closely	✓			
• Policy endorsed by Directors	✓			
• Policy regularly discussed at meetings of the Directors	✓			
• School staff aware of this policy	✓			
• School staff comply with this policy	✓			
• Pupils aware of this policy	✓			
• Parents aware of this policy	✓			
• Visitors aware of this policy	✓			
• Local community aware of this policy			✓	
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook	✓			
• Policy available from the school office	✓			
• Policy available from the school website	✓			
• School Council involved with policy development	✓			
• All stakeholders take part in questionnaires and surveys			✓	
• All associated training in place	✓			
• All outlined procedures complied with	✓			
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			
<b>A statement outlining the overall effectiveness of this policy</b>				
This policy is effective and ready for purpose				