

Protocol: Code of behaviour for adults working on Libra premises

Reviewed: September 2024

Next review: September 2026

Mid-year updates: October 24

Protocol Monitoring

Libra protocols are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive to improve and enhance our provision.

Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Introduction

This behaviour code outlines the conduct that Libra expects from all our staff, volunteers and visitors and any adult working on Libra premises where children are present. This includes anyone who is undertaking duties for Libra, whether paid or unpaid. The behaviour code is there to help us protect children from abuse. It has been informed by the views of children. Libra is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

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 to improve this policy.

The role of all adults working on Libra school premises

All adults are acting in a position of trust and authority and have a duty of care towards the children we work with. You are likely to be seen as a role model by the children and are expected to act appropriately. We expect people who work for Libra to always display appropriate behaviour. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of all adults

You are responsible for:

- prioritising the welfare of children
- providing a safe environment for children
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- read the contents of our Safeguarding Noticeboard to ensure you are aware of your safeguarding arrangements and responsibilities as an adult and to identify the DSL.
- following our principles, policies and procedures including our policies and procedures for safeguarding and child protection, whistleblowing and online safety.

- always staying within the law
- modelling good behaviour for children to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to a member of the senior management team
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- always listen to and respect children
- value and take children's contributions seriously, actively involving them in planning activities wherever possible respect a child's right to personal privacy as far as possible
 - if you need to break confidentiality to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children fairly and without prejudice or discrimination
- understand that children are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage children and other adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children
- ensure your contact with children is appropriate and relevant to the nature of the activity you are involved in
- ensure that when you are working alone with a child, if they say or do anything that is concerning that you log this immediately on CPOMS for the DSL to review.

Inappropriate behaviour when working with children, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children
- make inappropriate promises to children
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child
- let children have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children

Libra staff only behaviour responsibilities:

- to attend all safeguarding training that is expected including reading and digesting all safeguarding updates including DfE's Keeping Children Safe in Education Part 1.
- be aware of the expectation to inform the company where your relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.
- when working offsite, only use Office365 to download emails, no other software and if using a personal device to access school emails, the staff member will take care not to download any personal information about children or other staff to their personal device, and respond to emails within the email app.
- ensure that any documents containing sensitive or personal information do not leave school (both paper-based and electronic).
- report any loss, theft or mishandling of personal data promptly to the data protection lead.
- ensure that sensitive and personal information relating to the children and/or staff remains confidential and is only ever discussed with staff employed by Libra.
- use social networking sites wisely and cautiously so that they do not jeopardise themselves, others or their place of work:
 - set their profile as private
 - not allow access to children 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.
- do not outside school hours contact children via telephone, text message, email or on social networking sites.
- create and maintain a good and open relationship with parents.
- not to give gifts to children

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures if it is appropriate. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to a member of the senior management team or the school DSL. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Linked Policies and documents:

Safeguarding / Whistleblowing