

Safeguarding (Code of Conduct)

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Full Governors approval required:	Yes
Date adopted by Full Governors:	September 2024
Date of next review:	June 2025

Waldegrave School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safe children will be more successful learners.

It is everyone's responsibility to ensure that students are cared for appropriately and safeguarded from any harm, and it is our duty of care to promote the health, safety and welfare of all members of the school community.

This agreement gives clarity to the measures needed to ensure that all employees and students can work within and enjoy being part of a safe and caring environment.

Adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance, as well as the policies and procedures agreed by the Headteacher and governing body. For further information refer to these key documents [Keeping children safe in education 2024](#), [Working Together to Safeguard Children 2023](#), [Teachers' Standards](#), and the Safer Recruitment Consortium's [Guidance for Safer Working Practice 2022](#)

Staff occasionally express uncertainty as to what is and is not acceptable and seek guidance regarding those behaviours which, whilst probably innocent, may be perceived by others as inappropriate.

The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

You must always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. The portfolio of Safeguarding Policies and practices include: Safeguarding and Child Protection, Attendance, Anti-Radicalisation, Behaviour for Learning, Restrictive Physical Intervention, Anti-Bullying, Health and Sex Education, Equal Opportunities, Health and Safety, School Journeys and Visits, E-Safety, Privacy Statement, Recruitment and Retention, Staff Dress Guidance
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Use professional language when talking to and about students.
- Set a good example by being a positive role model to the students.
- Take registers in lessons promptly and report missing students to KS Hub.
- Take registers in all extra-curricular activities using the school system.
- Dress professionally, in line with the staff dress code.
- Respect other people's right to confidentiality (unless you need to report something to the Headteacher or Designated Safeguarding Lead e.g. concerns about a child protection issue).
- Treat children equally; never confer favour on particular children, or build special relationships with individual children, for example by buying them gifts.
- Ensure that one to one conversations with students take place in a room visible to others.
- Ensure that your personal social media accounts are private and inaccessible to students or leavers up to the age of 21.
- Report concerns about safeguarding or child protection issues to the Designated Safeguarding Lead, Sarah Moore, or in her absence one of the deputy DSLs **immediately. This should be before you or the student leave the school that day.**

You must report to the Headteacher (or in the case of an allegation concerning the Headteacher the Chair of Governors):

- Any behaviours of another adult in the school which give you cause for concern or breach this code of conduct or other school policies and procedures. This includes 'low-level' concerns which may be thoughtless, inadvertent, or intended to facilitate abuse.
- Any behaviour or situation which may give rise to a complaint, misunderstanding or misinterpretation against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any concerns that you may be the subject of a student's crush or infatuation

You must never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch students in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Develop 'personal' or sexual relationships with students.
- Discriminate either favourably or unfavourably towards any student.
- Solicit gifts or accept gifts from children or families that have a value greater than £25, in line with the Gifts and Hospitality Policy
- Work alone with students except where one to one working is part of a plan agreed with your line manager (e.g. for counselling, tuition, mentoring or other purpose).
- Give your personal contact details to a student, including phone numbers, social networking information and personal email addresses.
- Communicate with students, or leavers up to the age of 21, electronically including via text, online platforms e.g. social media, dating sites and gaming apps, email, or telephone, except for agreed work purposes using Waldegrave IT systems such as a Waldegrave gmail account or Waldegrave Alumni LinkedIn account.
- Store pictures of students on your phone or other personal devices.
- Make arrangements to contact, communicate or meet students outside of work (except for approved school visits).
- Push, hit, kick, punch, slap, throw objects at, or smack a student or threaten to do so.
- Behave in a manner that could lead a reasonable person to believe that it would embarrass or humiliate students.
- Make remarks to students that are personal, sexual, sexist, racist, homophobic, biphobic or transphobic, ableist, intimidating, discriminatory or offensive.
- Allow, encourage or condone students to act in an illegal, improper or unsafe manner e.g. smoking (including e-cigarettes), drinking alcohol or misusing illegal or illicit substances.
- Intentionally bring nuts or other food including nuts into school, in contravention of our nut-free policy
- Behave in an illegal or unsafe manner whilst supervising or transporting students; for example, exceeding the speed limit; being under the influence of drugs or alcohol; driving a vehicle which is known to be unroadworthy or otherwise unsafe or not having appropriate insurance; using a mobile phone whilst driving; failing to use seatbelts. If transporting students, you must drive in a safe manner at all times.
- Undertake any work with students when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.

I _____ agree to adhere to Waldegrave's Staff Code of Conduct and understand the implications of this for my work.

Signed: _____ Date: _____

The Headteacher and Governors of Waldegrave School thank you for your support of the arrangements we make for the safety and care of young people and adults in our school community.