



## **Introduction**

This document outlines the Code of Conduct for any adult in Kelsey Primary School.

## **Linked Policies**

This policy should be read in conjunction with the following policies:

- Acceptable use agreement
- Child protection and Safeguarding
- Confidentiality / data protection
- Complaints
- Freedom of Information
- Positive handling
- Social networking

## **Aims**

The Adults in School / Code of Conduct policy is designed to:

- Protect all adults in Kelsey Primary School from unsubstantiated allegations of inappropriate behaviour by:
- Giving a simple to understand Code of Conduct with guidelines for adults to follow.

## **Legal Framework**

There are no acts of parliament linked to this policy.

## **Introduction**

Every adult in school is vulnerable to misplaced allegations made by pupils and others, deliberately or innocently, arising from the normal and proper association with children in schools. The following guidelines complement our existing Child Protection Policy. They should be read in conjunction with the school's safeguarding and child protection policies. Please ensure you familiarise yourself with these procedures.

## **Statement of Policy / Code of Conduct**

## 1. Relationships and Attitudes

Your behaviour should be:

- (a) Consistent with the needs of the child, and
- (b) Appropriate to each situation.

Exercise particular care when dealing with sensitive subject areas e.g. sex education.

## 2. Private Meetings with Children

Does the meeting NEED to be private? There are very few occasions when this will be necessary. If there is no alternative:

- Make sure you and the child can be seen.
- Where possible, make sure another person (preferably an adult) is present or nearby.
- Do not use 'engaged' signs.

## 3. Physical Contact with Children

ANY physical contact may be misconstrued; therefore, when a distressed child requires physical comforting this should be no more than a caring parent would give.

Avoid UNNECESSARY physical contact with children. When physical contact is necessary (e.g. P.E., first aid, etc.) it should be kept to a minimum and you should ensure another adult is nearby. Disabled pupils present specific problems and professional advice should be sought. Make sure you avoid physical contact in isolated or unlit areas of the premises e.g. stock cupboards, darkrooms, sheds, etc. Be aware of the different circumstances that arise from activities outside school, including residential experiences.

## 4. Physical Restraint.

Please refer to Kelsey Primary Schools Positive Handling Policy. Unless you have completed the team teach course you must not attempt physical restraint (unless there is an immediate danger to life or the possibility of serious injury.)

It is always better to allow pupils to leave the classroom or the building if they are agitated – they **must** be monitored from a distance, the school site is fully fenced and gated.

De-escalation strategies are always better than resorting to positive handling.

In the event you are witness to a physical restraint please document what you saw and pass to the headteacher / senior teacher as soon as possible and certainly before the end of the school day.

## 5. Relationships with Parents.

If you are in any doubt about meeting a parent seek the advice of the headteacher / senior teacher, before the meeting. They would always be prepared to sit in with you if it is necessary. Please be aware of confidentiality when speaking to parents – you must not disclose any information to them about any other children, other than their own.

Always be polite and positive.

# Adults in School Policy / Code of Conduct – Kelsey Primary School

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## 6. Recording Incidents.

If you feel that your words or actions may be misconstrued, report the incident to the Headteacher immediately.

- A written record should be made.
- All statements should be timed, dated and signed.

## 7. Our duty of care to children

Never leave a class unsupervised, if you need something or someone – send a pupil.

If you have a duty to perform e.g. before or after school, break or lunch time this takes priority over everything. Duties must be performed on time.

Please ensure you monitor the movement of your class around school e.g. into the hall or to the library.

Ensure classes are escorted to class at the end of break / lunchtimes.

### Policy Information:

<b>Date adopted by the governing body:</b>	<b>September 2017</b>
<b>Policy Updated by:</b>	<b>Matt Ashmead (Interim Head)</b>
<b>Policy Review Date:</b>	<b>September 2018</b>

**Signed:**

**Chair of governors:**

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**Headteacher:**

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