



**GEORGE
SALTER
ACADEMY**

Staff Code of Conduct

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Safe Working Practices for the Protection of Students and Staff

GSA seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care.

This document clarifies what is expected in terms of professional behaviour; it describes safe practice and which behaviours should be avoided. It also gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

Core Principles

- The welfare of students is paramount;
- 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 discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern;
- Records should be made of any such incident and of decisions made/further actions agreed;
- Staff should apply the same professional standards in keeping with the School's Equality Policy;
- All staff should know the name of their safeguarding Senior Designated Professional, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.

Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

1.0 INTRODUCTION

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

- apply to **all** adults working in education settings whatever their position, roles, or responsibilities.

It is not possible to provide a complete checklist of what is, or is not appropriate behaviour in all circumstances. There may be occasions and circumstances where staff have to make decisions in the best interests and welfare of the academy and the children in their charge, which could contravene this guidance or where no guidance exists.

In such instances, the employee must ensure that senior management, preferably the Principal, is made aware of the action taken as soon as possible and that a record is kept, so that they are seen to be acting appropriately. A note of the action taken will be kept on file.

Adherence to the Code of Conduct All staff, including volunteers and governors must read and understand this Code of Conduct.

The academy expects the work, conduct, and integrity of all staff, including volunteers and governors to be of the highest standard, since they directly affect:

- The learning and development of the pupils
- The success of the academy
- Public confidence in the academy

2.0 DUTY OF CARE

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees, which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached;

- always act, and be seen to act, in the child's best interests;
- avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- take responsibility for their own actions and behaviour.

This means that GSA should:

- ensure that safeguarding procedures are in place and reviewed;
- ensure that systems are in place for concerns to be raised;
- ensure that adults are not placed in situations which render them particularly vulnerable.

3.0 SAFEGUARDING

All staff have a responsibility to protect and to promote the welfare of children. This section covers:

- Definition of safeguarding and promoting the welfare of children
- An individual's responsibilities
- Understanding procedures for promoting and safeguarding the welfare of children
- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action

Definition Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Staff responsibilities

All staff are responsible for helping to keep children and young people safe. They play an important part in safeguarding children from abuse and neglect by early identification of children who may be vulnerable or at risk of harm and by educating children, about managing risks and improving their resilience through the curriculum.

All staff have a duty to:

- Understand procedures and protocols for promoting and safeguarding the welfare of children
- Provide a safe environment in which children and young people can learn Identify children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Procedures for promoting and safeguarding the welfare of children

All staff must be familiar with and follow our procedures and protocols for promoting and safeguarding the welfare of children, and know who to contact where there are concerns about a child's welfare.

Safe environment

All staff are accountable for the way in which they exercise authority; manage risk; and safeguard children and young people. They have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm.

Conduct: general guidance

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead someone to question their motivation and/or intentions.
- They must:
- Adhere to the standards of behaviour outlined at the start of this Code of Conduct Document
- Always consider whether their actions are warranted, proportionate and safe and applied equitably
- Take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare
- Continually monitor and review their practice and ensure they follow the latest guidance
- Comply with relevant statutory provisions which support the well-being and development of pupils, including where these require co-operation and collaboration with a range of agencies, as well as teacher colleagues and other adults.

They must not:

- Seriously demean or undermine pupils, their parents, carers or colleagues, or act towards them in a manner which is discriminatory
- Misuse or misrepresent their professional position, qualifications or experience
- Bring the reputation and standing of the profession or the academy into serious disrepute

Safe working practices: appropriate behaviour

It is impossible to provide a complete checklist of appropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of children at all times. Such judgements should always be recorded and shared with a senior manager, preferably the Principal, so they are seen to be acting appropriately.

Staff should consider and take appropriate advice where necessary when dealing with:

- Duty of care
- Handling and sharing confidential information about children and young people
- Relationships and trust
- Behaviour towards children
- Gifts, rewards and favouritism
- Communication with children and young people
- Social contact

- Sexual contact
- Physical contact
- Behaviour management
- Control and physical intervention
- Intimate care
- Personal care
- First aid and administration of medication
- One-to-one situations
- Home visits
- Transporting children and young people
- Trips and outings
- Photography and videos
- Access to inappropriate images and internet usage

Reporting concerns:

What if you are worried a child is being abused?

All staff have a duty to report matters concerning offences of a criminal or child protection nature. They have a responsibility to bring matters of concern to the attention of senior management and/or relevant external agencies at an early stage. This is particularly important where the welfare of children may be at risk.

If a member of staff has concerns about a child's welfare, or if a child discloses that they are suffering abuse or reveals information that gives grounds for concern, they should speak to their designated person to pass on the information.

Individuals must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

Reporting incidents

Following any incident where a member of staff feels that their actions have been, or may be, misconstrued, they should discuss the matter with the designated Child Protection Officer in the academy, in the first instance. Where it is agreed with the CPO and the Principal, the member of staff or volunteer should provide a written report of the incident.

4.0 EXERCISE OF PROFESSIONAL JUDGEMENT

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted;
- always discuss any misunderstanding, accidents or threats with a senior leader;
- always record discussions and actions taken with their justifications.

5.0 POWER AND POSITIONS OF TRUST

All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a students' or family's detriment;
- use their power to intimidate, threaten, coerce or undermine students;
- use their status and standing to form or promote a relationship with a student, which is of a sexual nature;
- attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.

6.0 CONFIDENTIALITY

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

This means that staff:

- are expected to treat information they receive about students in a discreet and confidential manner;
- in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff;
- need to be cautious when passing information to others about a student;
- need to know to whom any concerns or allegations should be reported.

7.0 PROPRIETY AND BEHAVIOUR

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model;
- drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff. However, generally, if a member of staff finds themselves in a pub or other meeting place in which

current pupils are drinking, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. It is difficult to determine exact regulations in this area; if a member of staff feels that there are exceptional reasons why the general restriction on drinking alcohol with students should not apply, they should discuss the matter with a senior member of staff;

- drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs;
- make inappropriate remarks to a student (including email, text messages, phone or letter etc.);
- discuss their own sexual relationships with or in the presence of students;
- discuss a student's sexual relationships in inappropriate settings or contexts;
- make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).

Staff must:

Be aware that their behaviour in their personal lives may impact upon their work with students.

8.0 DRESS AND APPEARANCE

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate (including indiscrete tattoos or piercings) could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff, including ensuring that for male staff facial hair is either well shaved or trimmed and neat.

Jewellery should not be ostentatious.

This means that staff should ensure their appearance and clothing:

- promotes a positive and professional image;
- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans.

9.0 GIFTS

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Principal. Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Principal.

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

This means that staff should:

- ensure that gifts received or given in situations which may be misconstrued are declared;
- ensure that gifts of significant value are declared;
- generally, only give gifts to an individual young person as part of an agreed reward system;
- where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally.

10.0 INFATUATIONS

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- report to senior colleagues any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff;
- be mindful if they are alone in a room with a student. Leave the door open if you have to.

11.0 PERSONAL LIVING SPACE

No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

This means that staff should:

- be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations;
- be mindful of the need to maintain professional boundaries.

12.0 COMMUNICATIONS WITH STUDENTS (Including the use of Technology)

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including personal e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

This means that staff should:

- only give their personal contact details to students, including their mobile telephone number, for professional reasons and with the knowledge of their line manager;
- communicate with students in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used;
- only make contact with students for professional reasons;
- not use internet or web-based communication channels to send personal messages to a student;
- not to have images of students stored on personal cameras, devices or home computers;
- not make images of students available on the internet, other than through the school network/website, without permission from parents and senior teacher;
- be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.

13.0 SOCIAL CONTACT

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or personal e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leadership. If students do become aware of your gamer tag you must change it.

This means that staff should:

- have no secret social contact with students;
- consider the appropriateness of the social contact according to their role and nature of their work;
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme;
- advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern;
- report and record any situation, which they feel, might compromise the school or their own professional standing.

Dealing with parents and the general public

All staff are expected to:

- Be polite and courteous at all times
- Ensure that any information provided in relation to the academy is accurate
- Ensure that any information provided to third parties is in line with the Data Protection Act (1998)
- Respect confidential information provided to them in the course of their work
- Ensure that any significant concerns or complaints expressed to them by parents, carers or the general public are passed on to the senior management of the academy as soon as possible.

Respect for others

All staff must:

- Treat others with respect
- Not discriminate unlawfully against any person
- Treat other members of staff and colleagues of the academy professionally

14.0 SOCIAL NETWORKING SITES AND ONLINE GAMING

GSA staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to your personal data or images.

Staff must deny current or recent students access to your profile so you do not put yourself in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.

As soon as a member of staff becomes aware that they are in an online game with a student of GSA, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students, or use school equipment to play online games.

This means that staff should:

- lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this;
- not permit current and recent students or parents to have access to your profile;
- ensure all your passwords are kept strong and secure;
- be aware that images of others should be protected and be treated as carefully as you would your own.

15.0 Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

This means that staff should:

- be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described;
- never touch a student in a way which may be considered indecent;

- always be prepared to explain actions and accept that all physical contact be open to scrutiny.

This means that GSA should:

- ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership;
- provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care.

16.0 PHYSICAL EDUCATION AND OTHER ACTIVITIES WHICH REQUIRE PHYSICAL CONTACT

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

This means that staff should:

- consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration;
- always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.

17.0 SHOWERS AND CHANGING

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

This means that staff should:

- avoid any physical contact when students are in a state of undress;
- avoid any visually intrusive behaviour and where there are changing rooms;
- remain in the room when groups are changing;
- offer sensitive students the opportunity to change privately.

This means that staff should not:

- change in the same place as students;
- shower with students.

18.0 STUDENTS IN DISTRESS

There may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

This means that staff should:

- consider the way in which they offer comfort to a distressed student;
- always tell a colleague when and how they offered comfort to a distressed student;
- record situations which may give rise to concern.

19.0 BEHAVIOUR MANAGEMENT

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

This means that staff should:

- not use force as a form of punishment;
- try to defuse situations before they escalate;
- keep parents informed of any sanctions;
- adhere to GSA 's Behaviour Policy.

20.0 CARE, CONTROL AND PHYSICAL INTERVENTION

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- always seek to defuse situations;
- always use minimum force for the shortest period necessary.

21.0 SEXUAL CONTACT WITH STUDENTS

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 4).

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

This means that staff should:

- not pursue sexual relationships with children and young people either in or out of school;
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

22.0 ONE TO ONE SITUATIONS

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Principal or other senior colleague with delegated authority.

This means that staff should:

- avoid meetings with students in remote, secluded areas of the school;
- ensure there is visual access and/or an open door in one to one situations;
- inform other staff of the meeting beforehand, assessing the need to have them present or close by;
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy;

- always report any situation where a child becomes distressed or angry to a senior colleague;
- consider the needs and circumstances of the child/children involved.

23.0 TRANSPORTING CHILDREN

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. **The driver must also have appropriate insurance.**

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements;
- ensure that they are alone with a child for the minimum time possible;
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures;
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety;
- take into account any specific needs that the child may have.

24.0 EXTRA-CURRICULAR ACTIVITIES

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

This means that staff should:

- always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school;
- undertake a risk assessment;
- have parental consent to the activity;
- ensure that their behaviour remains professional at all times.

25.0 FIRST AID AND ADMINISTRATION OF MEDICINE

The school has a Supporting Students with Medical Needs Policy, which must be adhered to at all times.

26.0 INTIMATE CARE

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

This means that staff should:

- make other staff aware of the task being undertaken;
- explain to the child what is happening;
- consult with colleagues where any variation from agreed procedure/care plan is necessary;
- record the justification for any variations to the agreed procedure/care plan and share this information with parents.

27.0 CURRICULUM

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

This means that staff should:

- have clear written lesson plans.

This means that staff should not:

- enter into or encourage inappropriate or offensive discussion about sexual activity.

28.0 PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Using images of children for the school's publicity purposes has already had the consent of parents through the Home-School Agreement. Images should not be displayed on other websites, in publications or in a public place without additional consent.

This means that staff should:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded;
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession;
- avoid making images in one to one situations.

This means that staff should not:

- have images of students stored on personal cameras, devices or home computers;
- make images of students available on the internet, other than through the school network/website with permission from parents and senior teachers.

29.0 INTERNET USE

GSA has a clear policy about access to and the use of the Internet. Please refer to the Acceptable Use Policy for further guidance.

Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result, students might be exposed to inappropriate or indecent material.

30.0 WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the academy Whistle Blowing Policy

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that staff should:

- report any behaviour by colleagues that raises concern.

31.0 SHARING CONCERNS AND RECORDING INCIDENTS

All staff should be aware of the school's safeguarding procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.

This means that staff:

- should be familiar with GSA 's safeguarding procedures;
- should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace. – See Safeguarding Policy for further information.